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ABSTRACT

This participant guide contains training materials for processing applications for student financial aid under the EDExpress system. Representatives of institutions of higher education receive training in the use of EDExpress software that allows the school to manage student financial aid records. The guide contains these sessions: (1) welcome and introduction; (2) overview of the EDExpress process; (3) setting up customized data, both user data and document tracking; (4) application tools; (5) reviewing import data; (6) analyzing individual student information reports; (7) notifying applicants; (8) resolving data problems; (9) scavenger hunt; (10) financial aid packaging philosophy; and (11) creating and using custom export/import files. An appendix contains reject codes and reject reasons, with a glossary. (SLD)

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EDExpress Training

Application Processing

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Participant Guide

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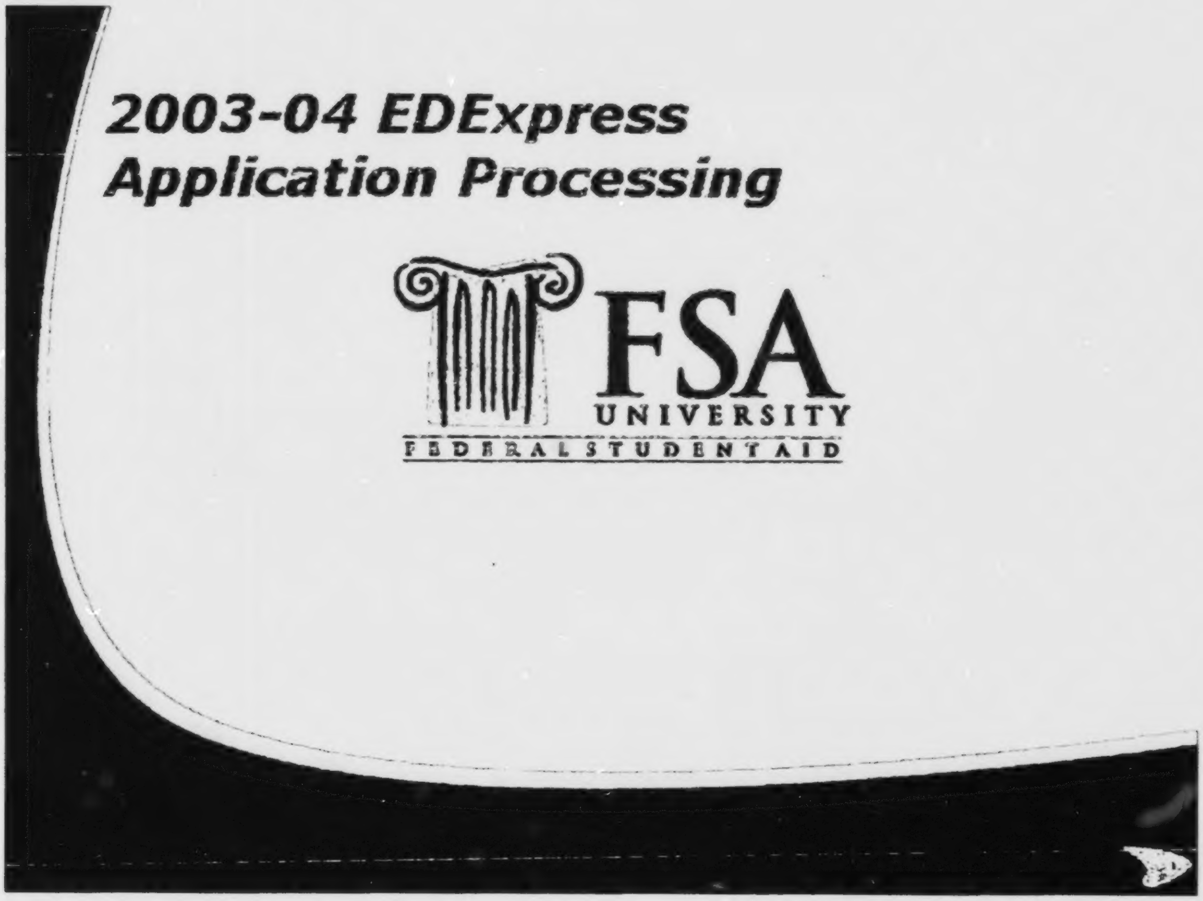
Session 1—Welcome



2003-04 EDExpress
Application Processing

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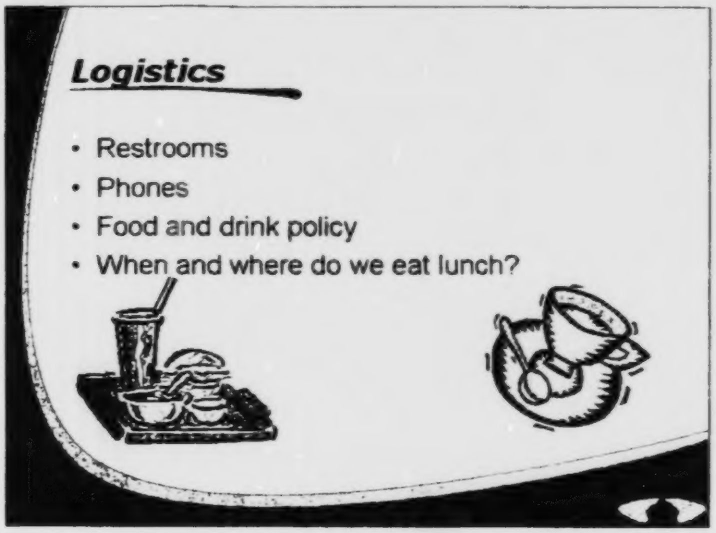
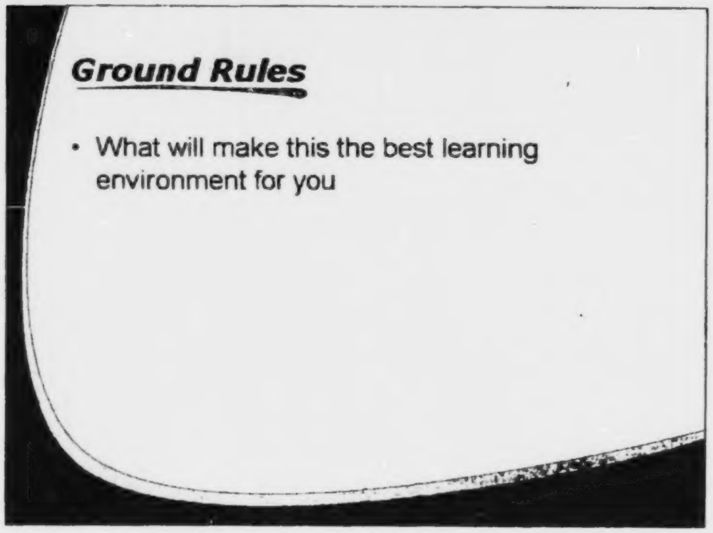


Logistics

- Restrooms
- Phones
- Food and drink policy
- When and where do we eat lunch?

Restaurant Locations



Ground Rules

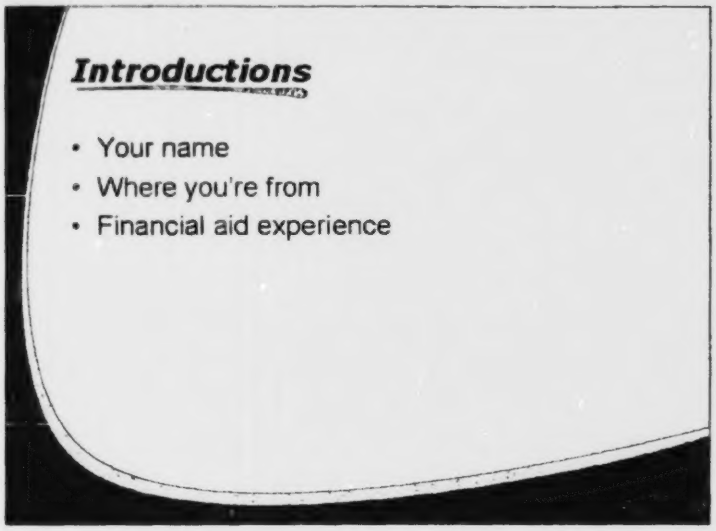
- What will make this the best learning environment for you

Ground Rules

Ask-It Basket

Ask-It Basket

Use sticky notes to write and post questions about covered topics at any time. Instructors will answer questions at return from breaks throughout the day.

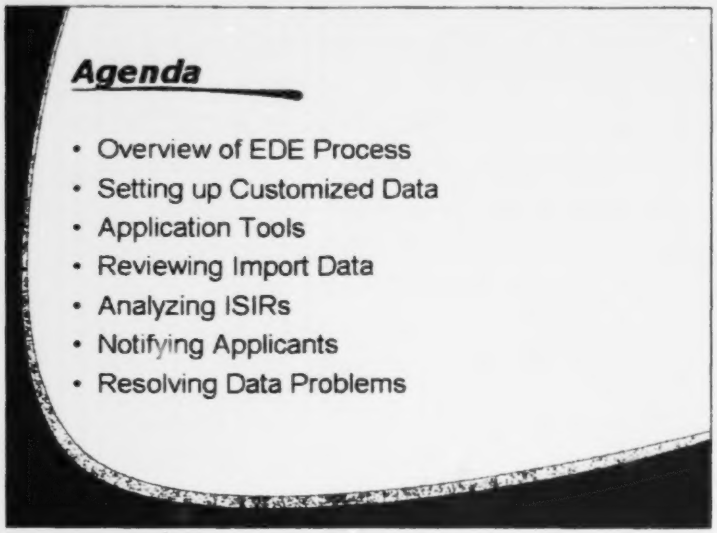


Introductions

- Your name
- Where you're from
- Financial aid experience

Introduction

Use this training session as an opportunity to network and meet others from schools with similar institutional attributes or use of vendor software.



Agenda

- Overview of EDE Process
- Setting up Customized Data
- Application Tools
- Reviewing Import Data
- Analyzing ISIRs
- Notifying Applicants
- Resolving Data Problems

Agenda

Overview —Review of the 6-step data process, key players in the application process and the software provided by the Department of Education (ED)

Setting up Customized Data—Construct and use document tracking and user-defined data fields

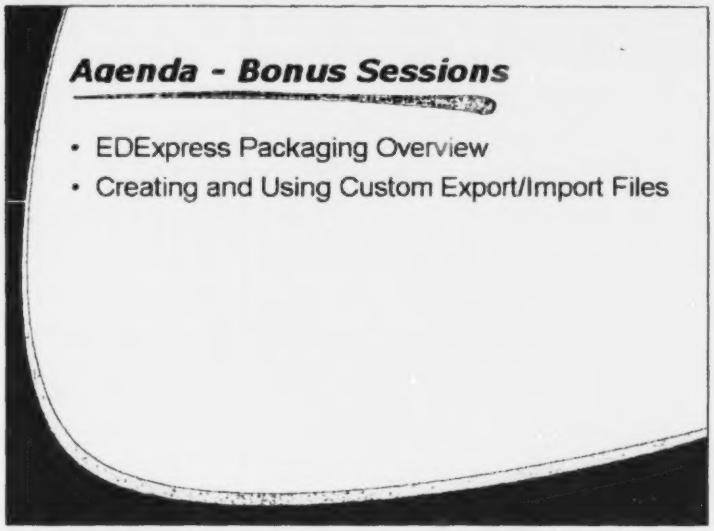
Application Tools—Analyze the benefits and considerations of the application entry methods: FAFSA on the Web (FOTW), Renewal FAFSA on the Web (ROTW) and FAA Access to CPS Online

Reviewing Import Data—Review the EDExpress import process and analyze resulting edit and report information

Analyzing ISIRs—Use EDExpress tools such as Document Tracking and lists to locate and analyze problem data records

Notifying Applicants—Develop letters and use e-mail addresses for notification of applicants

Resolving Data Problems—Resolve data problems using the various corrections tools provided by EDExpress and FAA Access to CPS Online



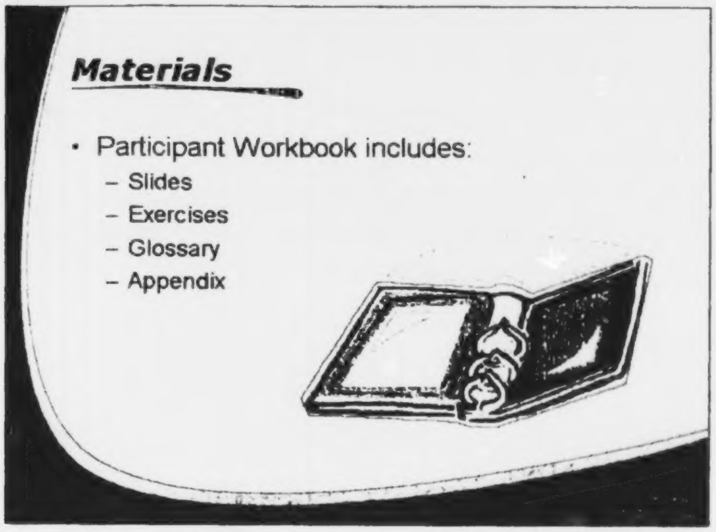
Agenda - Bonus Sessions

- EDExpress Packaging Overview
- Creating and Using Custom Export/Import Files

Agenda (continued)

EDExpress Packaging Overview—Review of the features provided in the packaging module and see the flexibility of allocating funds through the EDExpress setup options

Creating and Using Custom Export/Import Files— Create and view a custom export file format used to move data into/out of EDExpress to other software systems



Materials

- Participant Workbook includes:
  - Slides
  - Exercises
  - Glossary
  - Appendix

Icons Used in the Materials

👥 Small group activity—You and your new friends work together to solve a problem

💻 Software Activity—An exercise you will perform using EDExpress

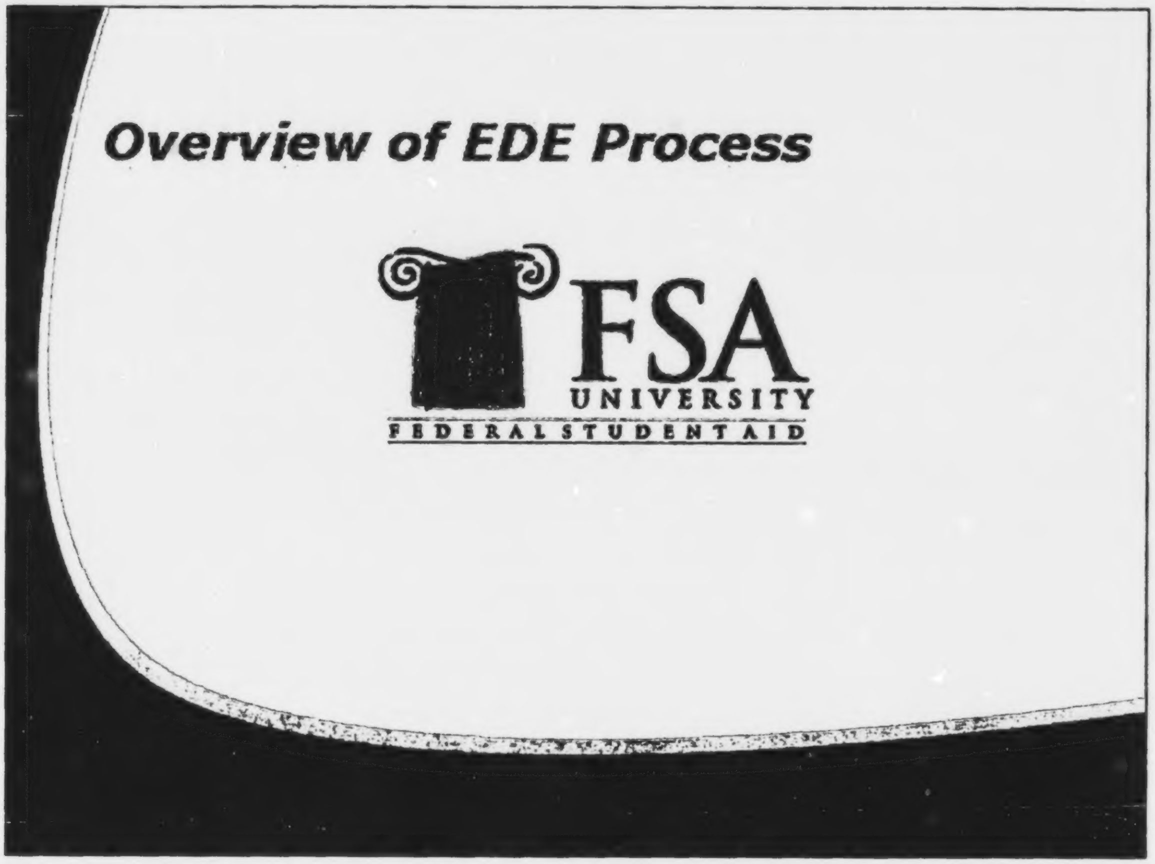
📖 Individual activity—Usually a Q and A worksheet you will complete to review a lesson

✎ Notes—Information to consider about a specific topic

☺ Tip—Extra things you might want to know about how to use EDExpress or about the Application process

⌨ Instructor Demonstration—Indicates that the instructor will be performing a software demonstration

Session 2—Overview of EDE Process



Overview of EDE Process

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Key Terms

CPS

The Central Processing System is the Title IV system that receives FAFSAs and corrections, performs data matches, calculates the applicant's EFC, prints and mails SARs, and transmits ISIRs to the schools noted on the applicant's FAFSA.

EDconnect

EDconnect is a Windows-based software package that assists users with sending, receiving, and managing their federal student aid information electronically. Users collect data on their personal computer (PC) or computer system and transmit the collected data in batches over the Student Aid Internet Gateway (SAIG).

EDExpress

EDExpress is PC-based software that allows your school to manage student financial aid records. FSA provides EDExpress free of charge to all schools who have an SAIG account.

Export

The export function in EDExpress creates a batch of data records that are ready to be used in another EDE Suite software product, used in a system outside EDExpress, or transmitted to a data processing service using EDconnect.

Import

Import is an EDExpress function that moves received data records from the SAIG into the EDExpress database.

National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is a national database of loan information and selected grant data.

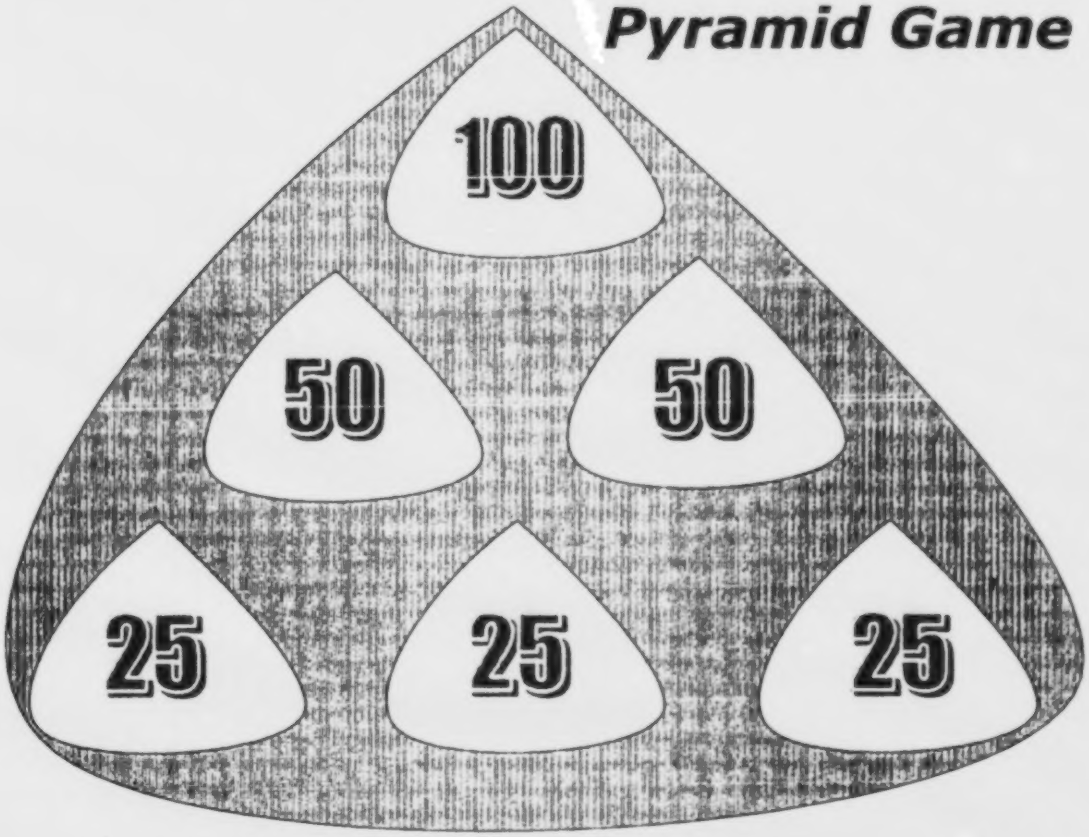
SAIG

The Student Aid Internet Gateway is a private telecommunications network that handles the exchange of data between participating postsecondary schools and FSA's processing systems. The appropriate Title IV Application System receives the data, processes the data, performs any required database cross-referencing, and returns the processed data to the user's SAIG mailbox.

Transmit

Transmit is the function in EDconnect that performs the send and receipt of data action. When any type of data is transferred between your PC and the SAIG, the process is known as data transmission.

Pyramid Game



Purpose of the game

Review of the EDE process and all the components.

How to play the game

You and your teammates will be given **two minutes** to identify all the topics behind each of the point triangles in the pyramid. One member of your team will provide the rest of your team one-word clues to help you identify the topic. The appropriate response is in the form "Things that are part of _____."

Your team must identify the right answer before you can move to the next triangle.

6 Step Process

Exchanging data with the SAIG is a 6-step process:

1. Enter Data

Create and save data records using the EDExpress software or other data entry software. Data records that you might enter include initial applications and corrections.

2. Export Data

Create a file of data records (batch) that you have entered using either EDExpress or your own software. The file must be in a format that adheres to the standards established by each of FSA's processors.

3. Transmit Data

Use EDconnect to access the SAIG and send the data file (batch) to your mailbox.

4. Process Data

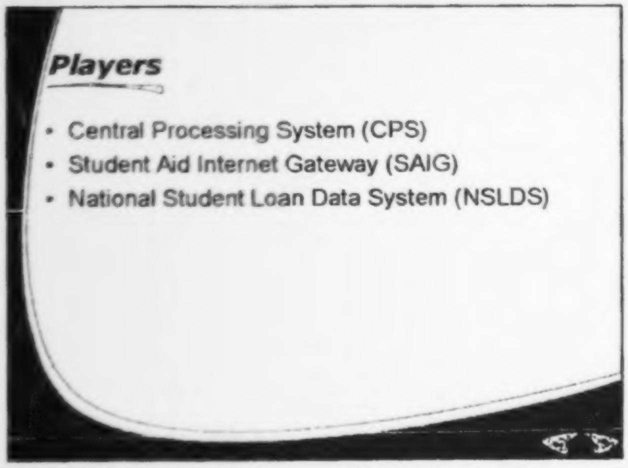
The appropriate FSA system retrieves the data from your SAIG mailbox, processes the data, and returns the processed results to your mailbox.

5. Receive Data

Use EDconnect to send an electronic request to the SAIG to receive your processed data.

6. Import Data

Import records stored in batch files on your PC into EDExpress or other software package.



Players

- Central Processing System (CPS)
- Student Aid Internet Gateway (SAIG)
- National Student Loan Data System (NSLDS)

Who Receives and Processes FAFSA Data?

Central Processing System (CPS)

The Central Processing System (CPS) processes both paper and electronic Free Applications for Federal Student Aid (FAFSAs) and corrections. CPS calculates a student's Expected Family Contribution (EFC), performs database matches with other federal agencies, and sends a processed Institutional Student Information Record (ISIR) to the school. Upon request, CPS also sends duplicate ISIRs to schools.

Student Aid Internet Gateway (SAIG)

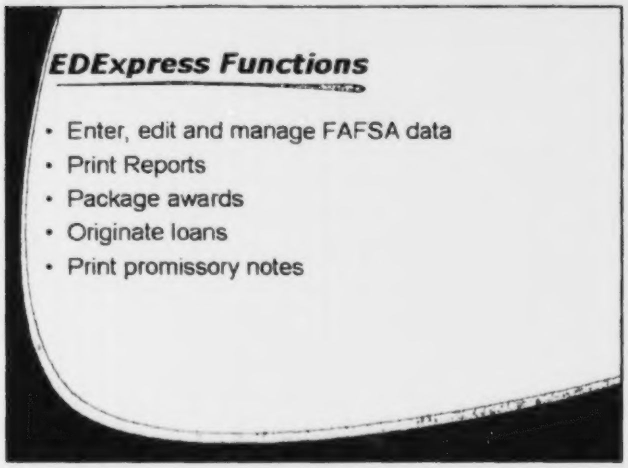
The Student Aid Internet Gateway (SAIG) allows schools to send and receive Title IV student financial aid data to and from FSA's processing systems.

National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is a national database of loan information and selected grant data. Schools, guaranty agencies, and other FSA Title IV participants provide data to NSLDS. Schools communicate electronically with NSLDS using the SAIG. Data provided by schools to NSLDS include grant overpayment information and enrollment status information about loan recipients. NSLDS supplies financial aid history information including a student's loan history to the Central Processing System for ISIR data.

How Is Data Exchanged?

The SAIG is a store and forward communication network. Each school with an SAIG account has a mailbox. Schools transmit data records (such as electronic applications) to the SAIG where the records are stored in each school's network mailbox. Each processing system retrieves the data records from the network mailboxes at least daily. Once the records are processed they are placed back in the mailboxes for schools to retrieve.



EDExpress Functions

- Enter, edit and manage FAFSA data
- Print Reports
- Package awards
- Originate loans
- Print promissory notes

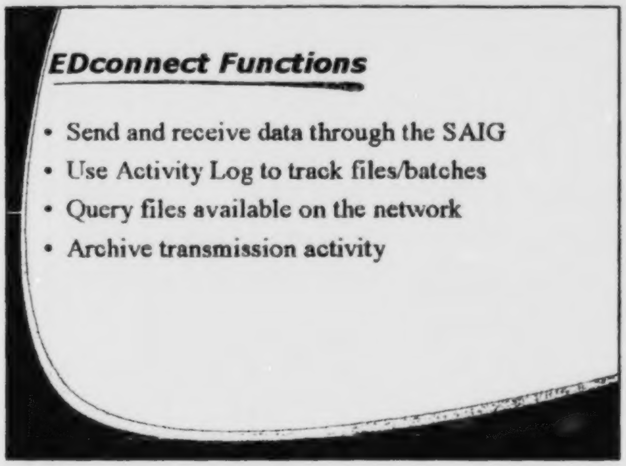
What is EDExpress and What can it do for You?

EDExpress is PC-based software that allows your school to manage student financial aid records. FSA provides EDExpress free of charge to all schools who have an SAIG account.

EDExpress has five modules. Schools have the option of using all, some, or none of the modules.

- **Global**: Allows you to enter demographic records, document-tracking letters, and user-defined data.
- **App Express:** Allows you to enter FAFSAs and corrections; edit the data; and create batch files to transmit to the CPS.
- **Packaging:** Allows you to package student financial aid awards.
- **Direct Loan:** Allows you to create loan origination records, change records, print promissory notes, and post actual disbursements to be processed by the COD system.
- **Pell**: Allows you to create Pell Grant origination and disbursement records and process Pell data to be sent to the COD system.

Schools that do not use EDExpress must develop software, acquire software from a vendor, or use a third-party servicer to enter, edit, and create records to transmit through the SAIG.



EDconnect Functions

- Send and receive data through the SAIG
- Use Activity Log to track files/batches
- Query files available on the network
- Archive transmission activity

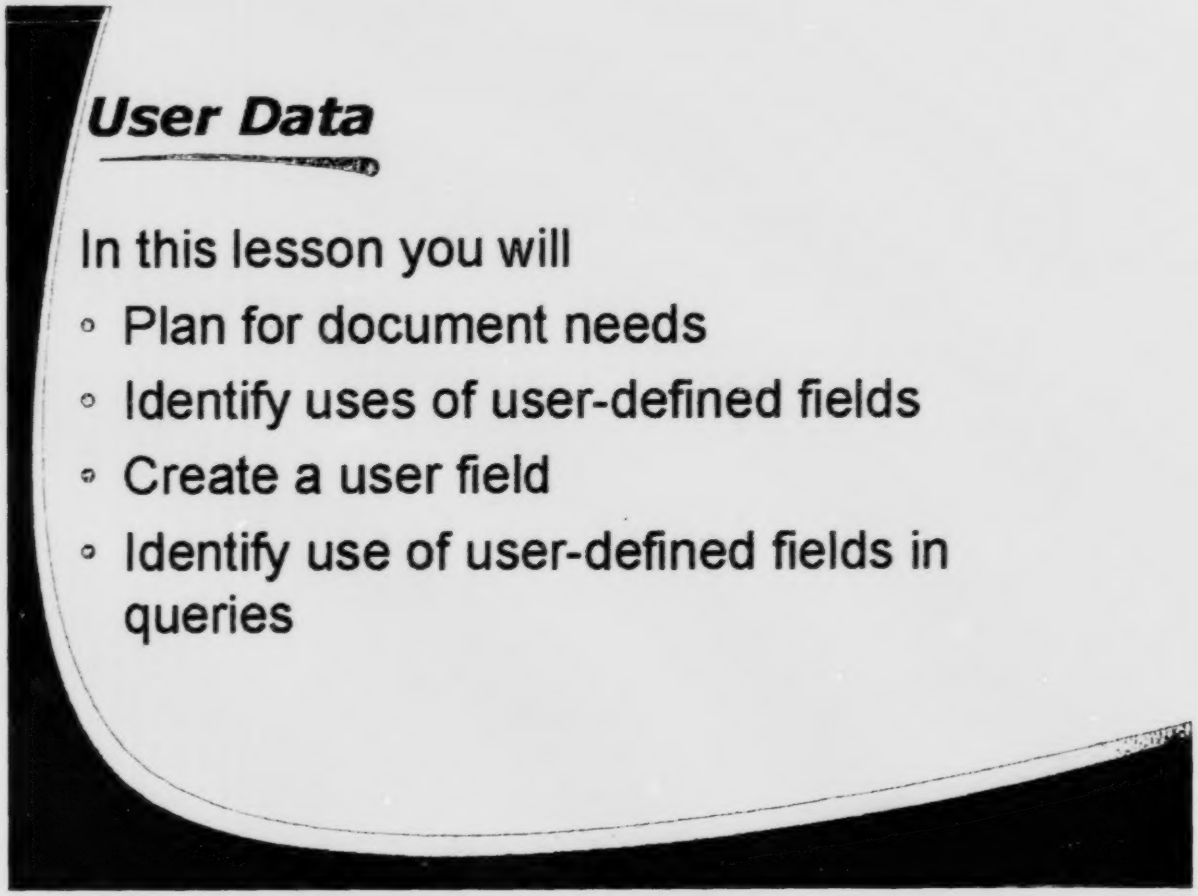
What is EDconnect and What can it do for You?

EDconnect is PC software that transmits the data records you create using EDExpress (or another software package) to the SAIG.

EDconnect manages your data files, keeps track of user IDs and passwords, and initiates two-way communication with the SAIG through the Internet.

Session 3—Setting Up Customized Data

Lesson 1: User Data



User Data

In this lesson you will

- Plan for document needs
- Identify uses of user-defined fields
- Create a user field
- Identify use of user-defined fields in queries

Key Terms

Active Transaction

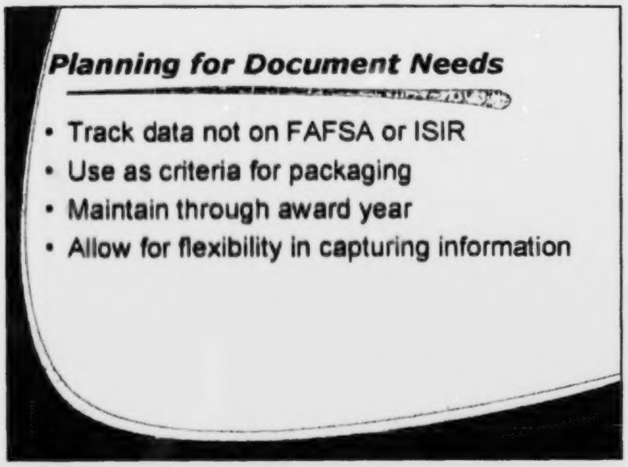
The active transaction is the ISIR transaction you are currently working with. You may have other transactions for the student, but the active transaction is the one you have paid on or will pay on.

Field

In the user database, the field is the name that you provide to describe the contents of the data field you are creating.

Type

In the user database, this field defines the type of data that will be stored in the field. If you want a field to contain a decimal, such as the student's GPA, choose Text for the field type.



Planning for Document Needs

- Track data not on FAFSA or ISIR
- Use as criteria for packaging
- Maintain through award year
- Allow for flexibility in capturing information

Planning for Document Needs

Not all of the information you need to capture and track about an aid applicant is provided in the FAFSA or the ISIR. EDExpress provides the flexibility to add your own data items through the creation of the user database. Before you start adding user fields to EDExpress, however, you need to consider all the types of information you may need to capture and the reason you need to store and use the information.

Some questions to consider when composing your list of user fields to add to EDExpress:

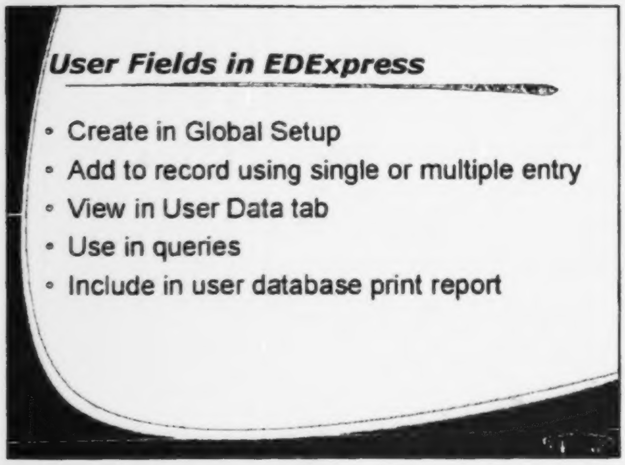
- Does the information already exist in some form in EDExpress?
- What purpose will the information serve?
- Does the information exist electronically in another system that may be imported into EDExpress? And/or will I need to export to the other system?
- In what stages of the process will the information be used? (application, packaging, payment or other)
- Do the fields identified provide the flexibility to capture all the types of information required? Is the field length long enough? Is the information alphabetic, numeric or a combination?
- Can I live with not being able to modify the field once data has been entered for a record?

Tip: Consider the complete process in which a field may be used. *Example: You use a field to track students that have received vocational rehabilitation funding. The field may be used to:*

- *create a query to identify those students in reports and lists,*
- *generate a document tracking letter, or*
- *modify a budget or award methodology.*

Brainstorm Uses for User Fields

What types of information do you need to track at your school that is not provided in the application or ISIR record?



User Fields in EDExpress

- Create in Global Setup
- Add to record using single or multiple entry
- View in User Data tab
- Use in queries
- Include in user database print report

User Fields in EDExpress

Once you identify the user fields you want to use, the next step is to create the field in Global Setup. Then you will be ready to add data for each field you create to your records using single or multiple entry. You can then view the data for each record on the User Data tab or print the user database report. The user fields can be added to queries at any time to filter data for print reports.

Rules for User Fields

- The User Database function allows you to create up to 248 fields for data specific to your school.
- Creating a field requires four components:

1. **Field name** – the name that will be recorded on the database and is displayed in database updates such as multiple entry.
2. **Type** – the kind of information you are storing. Four types of data may be stored:

   Date – calendar dates entered in mm/dd/yyyy format.

   Numeric values only – alphabetic characters or blanks are not allowed.
   This field type defaults to zero if left blank.

   Text – characters, both alphabetic and numeric.
   (To use a decimal you must select Text as the type).

   True/false values – this field type can contain only Y (True) or N (False).
3. **Length** – size you want the field to be. Allow for the longest possible entry if a text field.
4. **Description** – value that appears on the User Data tab and in the query field selection box.

- You can modify user-defined fields if no records in your database contain data for the fields.
- You can add fields to the user database at anytime.
- You can delete a field at any time as long as the field isn't used in a query or file format, but any data recorded for a student for that field will also be deleted.
- Once created and saved, an individual field may not be modified. To make changes, you must delete the field and create it again.

☺ **Tip:** For data entry consideration, fields on the User Data tab are listed in alpha order.

Where User Fields Appear

User fields may be found in many functions and processes in EDExpress including:

- User Data tab
- User database print report
- Multiple entry
- Query

☺ **Tip:** Use the User Data print report to get a list of records with data in user fields. Create a query to filter for the field or fields you want to view and use the **Select Specific Fields** option in the print dialog box to only view the data field you want to see on the report.

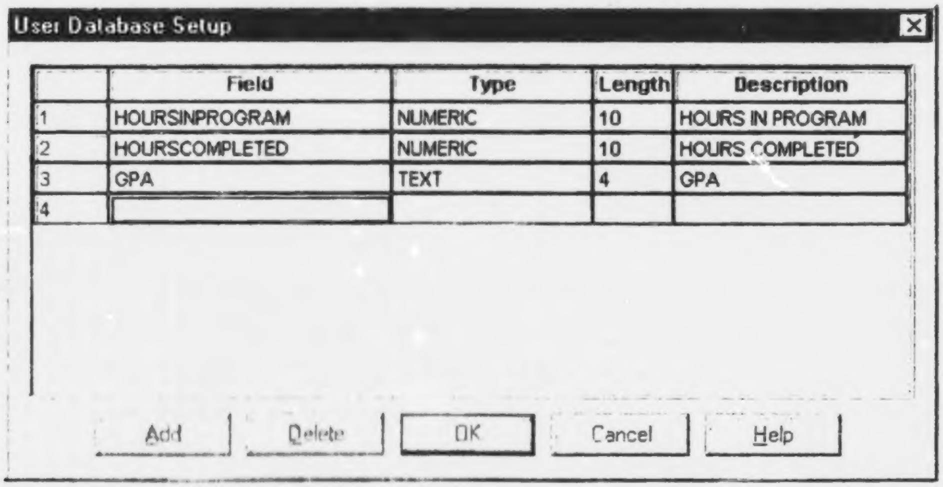
Sample User Field Scenario

Tracking the satisfactory academic progress to determine student eligibility provides a good example of all of the considerations you may need to make when deciding on the creation of a user field.

Gina has decided to use EDExpress to maintain SAP information for her students. The academic records for her students are stored in a central database and are maintained by the Records Office. The Records Office has offered to provide her an electronic file of the records at the conclusion of each term. Gina has created the following process flow for using this information in EDExpress.

1. Create three user fields in EDExpress: Hours in program, hours completed and grade point average.
2. Use external import to update the fields for each student.
3. Establish SAP values in packaging setup.
4. Create a query based on the values in the fields to determine SAP status.
5. Use the query as the filter in multiple entry to update the values for SAP.
6. Create user letters to notify students of their SAP status.
7. Print user letters using a query with SAP values as a filter.

This is an example of what the scenario may look like as entered in the user database setup.



	Field	Type	Length	Description
1	HOURSINPROGRAM	NUMERIC	10	HOURS IN PROGRAM
2	HOURSCOMPLETED	NUMERIC	10	HOURS COMPLETED
3	GPA	TEXT	4	GPA
4				

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User Field Worksheet

Field	Type	Length	Valid Values	Description
	Date Numeric Text Yes or No			
	Date Numeric Text Yes or No			
	Date Numeric Text Yes or No			
	Date Numeric Text Yes or No			
	Date Numeric Text Yes or No			
	Date Numeric Text Yes or No			
	Date Numeric Text Yes or No			

Instructor Demonstration

During the following demonstration, the instructor will highlight the rules provided previously for creating user fields. Three user fields will be created using the information in the table below. The instructor will also demonstrate entry of data using single and multiple entry methods. The school in this example needs to track information to:

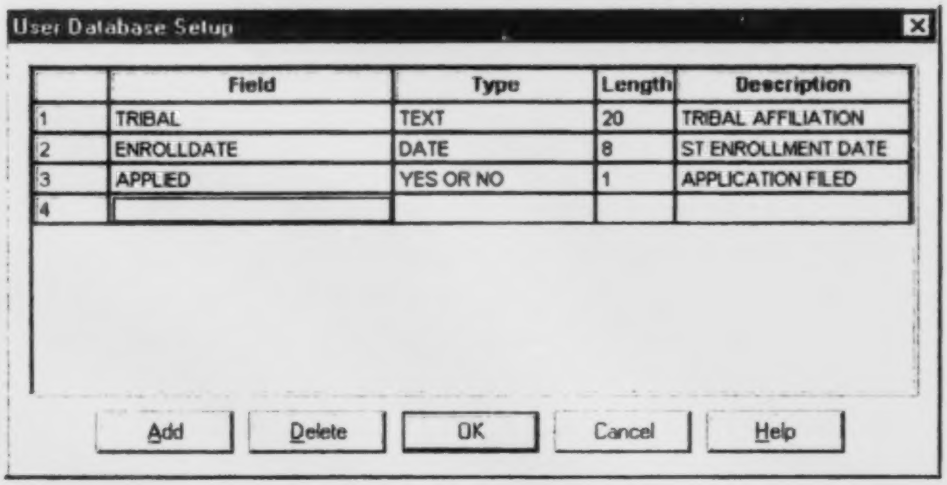
- provide scholarships to students based on tribal affiliation
- determine the enrollment date for state programs
- determine if a student has applied for enrollment to the institution

The fields will be created using the following settings:

Field	**Type**	**Length**	**Description**
Tribal	Text	20	Tribal Affiliation
Enrolldate	Date	8	ST Enrollment Date
Applied	Yes or No	1	Application Filed

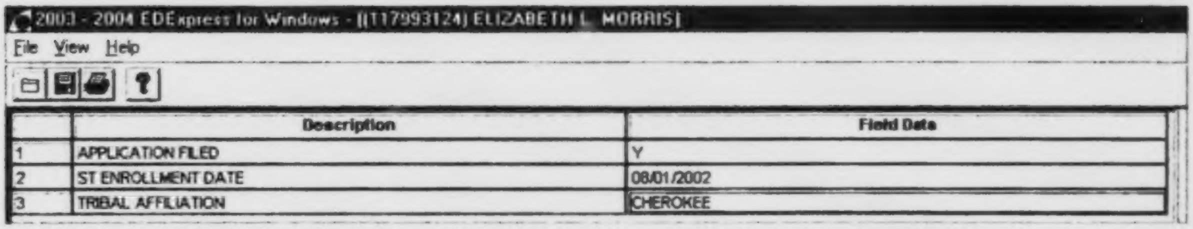
Completed User Database Setup

In this example, all three types of fields have been created. The default length for date fields is 8 and for Yes or No fields is 1.


User Database Setup
Add
Delete
OK
Cancel
Help

	Field	Type	Length	Description
1	TRIBAL	TEXT	20	TRIBAL AFFILIATION
2	ENROLLDATE	DATE	8	ST ENROLLMENT DATE
3	APPLIED	YES OR NO	1	APPLICATION FILED
4				

Values for the fields have been added to this student's User Data tab.


2003 - 2004 EDExpress for Windows - [(T17993124) ELIZABETH L. MORRIS]
File
View
Help

	Description	Field Data
1	APPLICATION FILED	Y
2	ST ENROLLMENT DATE	08/01/2002
3	TRIBAL AFFILIATION	CHEROKEE

Activity: Create User Fields

In this software exercise you will create two user fields in EDExpress. Use any of the fields that were discussed in the brainstorm activity or create a field that you may use at your school.

1. Locate the **2003-2004 EDExpress for Windows** icon on your desktop and launch EDExpress.
2. This version of the software is supplied with 4 user IDs and passwords. Use any of the following:

User ID	Password
USER1	USER1
USER2	USER2
USER3	USER3
USER4	USER4

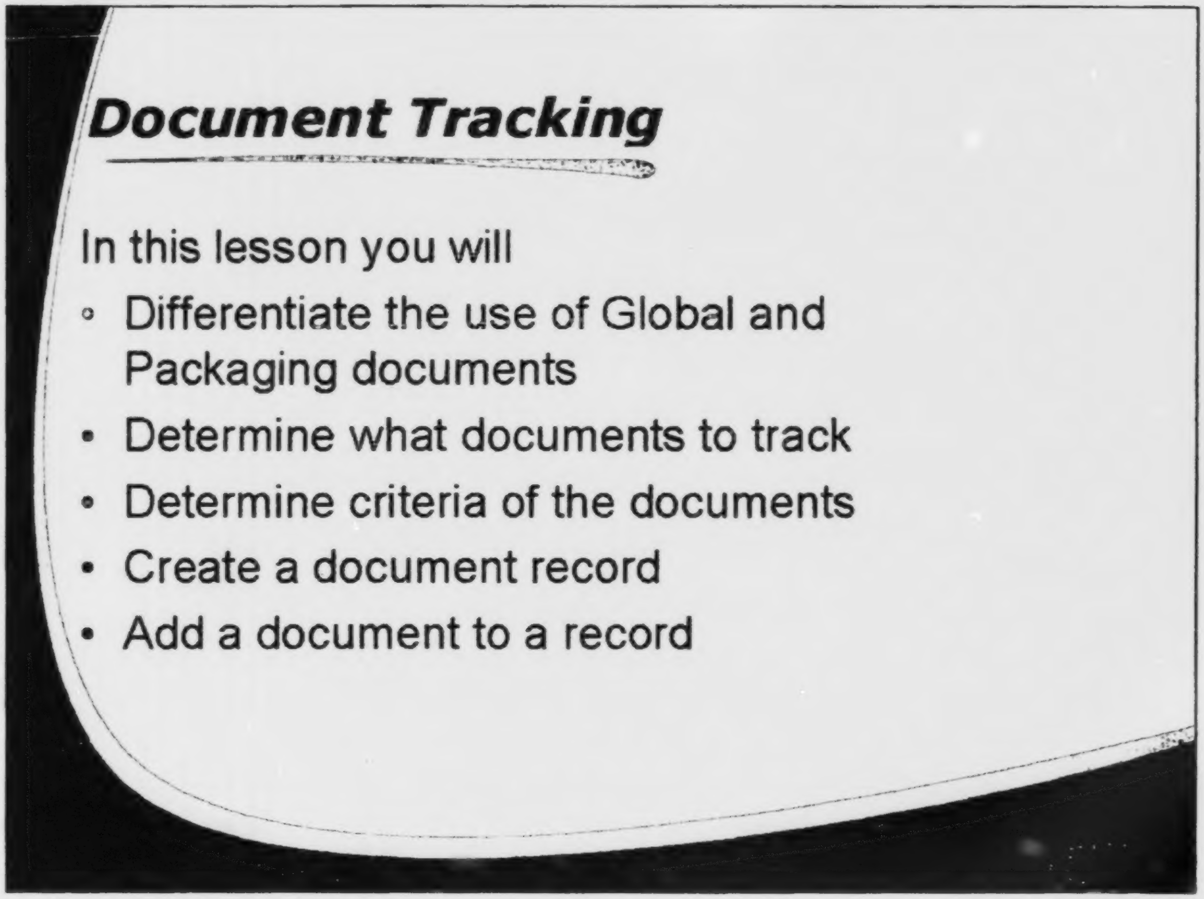
3. Identify the attributes of two fields you want to create.

Field	Type	Length	Valid Values	Description
	Date Numeric Text Yes or No			
	Date Numeric Text Yes or No			

4. Using the Global Setup function, add the two fields to the user database.
5. Using **Process, Multiple Entry, Global** add values for the two fields to a selected group of students. Since you can only update one field at a time, you will need to perform the task twice to update both fields.
   - Click the check box for **User Field.** The **User Value** field is automatically selected as well.
   - Select a value for the User Field.
   - Type a corresponding value for the User Value.
   - Use the **Selection Criteria | Select Records** function to identify records to update at least 10 records. Select the records by checking the box next to the Original SSN.
   - Click **OK** to accept the records selected.
6. Send the edit report to the **Screen**.
7. Click **OK** to update the records.
8. Click **Save** to accept the records as displayed.
9. Click **Yes** two times to complete the process.
10. Write down an ID for a record selected. ______________________________
11. Open the record to review the results.
12. Go to the **User Data** tab to view the data fields.

Session 3—Setting Up Customized Data

Lesson 2: Document Tracking



Document Tracking

In this lesson you will

- Differentiate the use of Global and Packaging documents
- Determine what documents to track
- Determine criteria of the documents
- Create a document record
- Add a document to a record

Key Terms

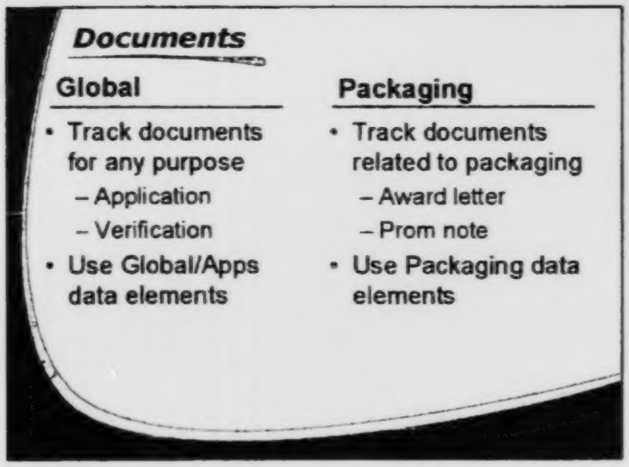
Automatic Request

The option in document tracking that EDExpress uses to automatically assign a document during the Add Documents process. Documents are assigned according to the criteria specified. If criteria, reject reason codes or comment codes are attached, EDExpress adds the document only to the students who meet the criteria.

Resources

2003-04 SAR/ISIR Comment Codes and Text – Companion to the EDE Technical Reference

The ISIR Guide – Appendix A: 2003–2004 Reject Codes and Reject Reasons



Documents

Global	Packaging
• Track documents for any purpose – Application – Verification • Use Global/Apps data elements	• Track documents related to packaging – Award letter – Prom note • Use Packaging data elements

Global vs. Packaging Documents

EDExpress can record your request for and receipt of documents such as tax returns or institutional aid applications from a student. The Document Tracking setup function allows you to set the defaults for your document tracking records. You may need to differentiate the types of information you are requesting from the student based on the data stored in EDExpress. Document Tracking is a global feature of the software and may be used for tracking any type of document whether you use the packaging module or not.

Automatically apply records with Process|Add

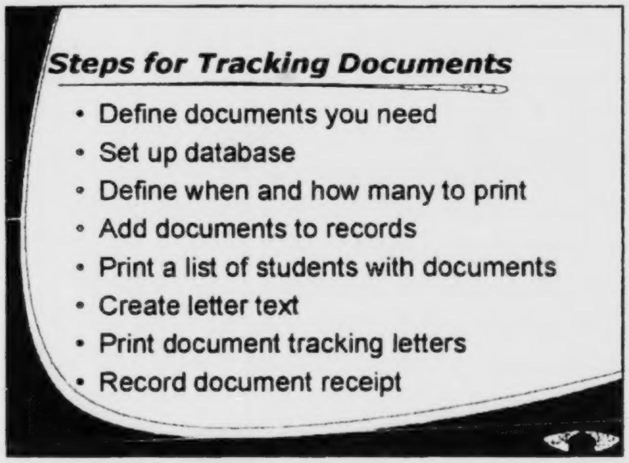
You can use the Process, Add function in EDExpress to automatically add documents to records. You can apply documents to records with certain attributes, using the criteria options in the document setup. If the document you are requesting is based on data supplied on the FAFSA or the ISIR, you can use the selection criteria offered in the Global document tracking setup tab. If the document you are requesting requires information specific to the Packaging module, you can use the criteria offered in the Packaging document tracking setup tab to create your document.

In addition you may use queries as your criteria. The queries available to you are dependent on the type of document you are creating. For global documents, EDExpress uses the App Express queries and for packaging documents Packaging queries are provided.

Note: Parameter queries are not used when assigning documents using the Process, Add function. If you want to use a pre-defined query that includes a parameter, change the parameter statement to one that has a fixed value for the field to query.

Brainstorm List of Documents

What documents do you need to track at your school?



Steps for Tracking Documents

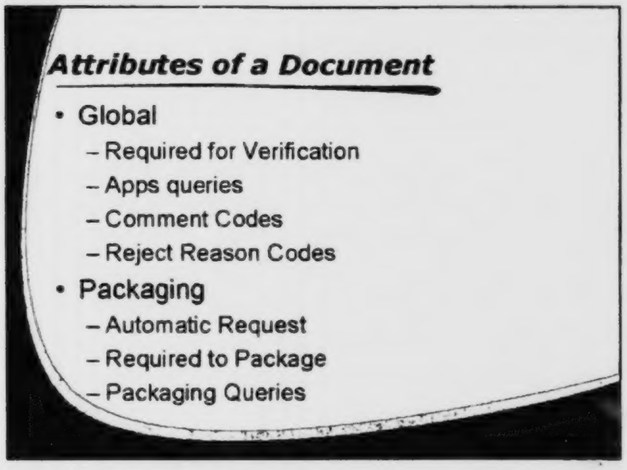
- Define documents you need
- Set up database
- Define when and how many to print
- Add documents to records
- Print a list of students with documents
- Create letter text
- Print document tracking letters
- Record document receipt

Setting Up Document Tracking

Documents may be added to student records using any combination of three methods: manual entry, multiple entry or by using the Add Documents process. For any student record you can manually add any document you determine is needed for that student. However, if you want some or all of your documents added to records automatically you can use the Process, Add Documents function or multiple entry.

Steps for Tracking Documents

1. Define the kind of documents you need (tax returns, scholarship applications, etc.)
2. Set up documents in the Document Tracking database.
3. Define the number days to elapse to reprint a document tracking letter if documents are still missing. Define the number of letter copies you want EDExpress to print for each student each time you print document tracking letters.
4. Add documents to student records
    - Add Documents process
    - Manual Entry
    - Multiple Entry
5. Print a list of students with documents.
6. Create Document Tracking Letter text.
7. Print Document Tracking letters.
8. For each document received, update the Docs tab on each student record with status and receipt date (manual or multiple entry).



Attributes of a Document

- Global
  - Required for Verification
  - Apps queries
  - Comment Codes
  - Reject Reason Codes
- Packaging
  - Automatic Request
  - Required to Package
  - Packaging Queries

Create a Document

Step 1

For each document you create you will:

- Create a code with which to track the document.
- Type a description of the document that prints on the tracking letter.

Step 2

To add documents automatically to student records using the Add Documents process, you must check at least one of the following:

- Automatic Request – If checked with no other criteria specified, this document is added to all records.
- Required for Packaging – If checked, the document must be recorded as received or waived before the student's aid can be packaged.
- Required for Verification (global only) – If checked, this document will be assigned to any student selected for verification by the CPS.

Step 3

To automatically request a document from specific students, you select:

- Criteria – Either an apps or packaging query depending on the document tab you are setting up.
- Comment Codes (global only) – The document is applied to a record that contains any of the comment codes you specify.
- Reject Reason Codes (global only) – The document is applied to a record that contains any of the reject reason codes you specify.

Tip: If you choose a combination of Criteria, Reject Reason Codes or Comments Codes, the student's record must meet all the criteria (same as an AND statement in a query).

Document Field Definitions

Code

The document code is a required field that identifies the document profile. Create a unique code of up to 10 characters to identify this document profile. When space is available, this code prints on reports and displays on screens. You cannot change the code after you have added the document to any student record, because the code is the key to the file. This field is display only unless you are adding a new code.

Description

This description of the document can be any combination of up to 50 keyboard characters and spaces. It is displayed in document tracking letters, so it should provide a meaningful description of the information you are seeking from student.

Criteria

Using Criteria allows you to apply or specify a query created in either the Apps or Packaging modules to identify students who should receive a request for this document.

Automatic Request

The option in document tracking that EDExpress uses to automatically assign a document during the Add Documents process. Documents are assigned according to the criteria specified. If criteria, reject reason codes or comment codes are attached, EDExpress adds the document only to the students who meet the criteria.

Required to Package

Mark this checkbox if you want required documents to be recorded as received or waived before a student's aid can be packaged. You must use the Automatic Request or Required for Verification options with this option or you will have to add the document manually.

Required for Verification

Mark this checkbox if you want the document assigned to students selected for verification during the Add Documents process. EDExpress adds the code only when the Verification Status Code field on the demographic record is Y or * (asterisk—selected for verification on a subsequent transaction).

If you enable this checkbox, using the Automatic Request option is unnecessary, because EDExpress requests the document automatically from any student selected for verification.

Reject Reason

This function allows you to assign documents to a student's record depending on the reject reason codes that appear on the ISIR by the CPS. Enter the 2-character code for up to 20 reject reasons. When these reject reasons appear on the student's ISIR, the document is assigned to the student's record.

If the record has more than one reject reason, EDExpress adds the document if the ISIR has any (but not necessarily all) of the reject reasons. If you combine criteria with reject reasons, EDExpress adds the document if the ISIR both meets the criteria and has at least one of the reject reason codes (treated as OR statements).

Comment Code

This function allows you to assign documents to a student's record depending on the comment codes that appear on the ISIR by the CPS. Enter the 3-character code for up to 20 comments. When these comments appear on the student's ISIR, the document is assigned to the student's record.

If the record has more than one comment, EDExpress adds the document if the ISIR has any (but not necessarily all) of the comments. If you combine criteria with comments, EDExpress adds the document if the ISIR both meets the criteria and has at least one of the comment codes.

Instructor Demonstration

In this demonstration, the instructor will create a tracking document using comment codes, review document tracking letter text and use the Process Add function to automatically add documents to student records.

Create a Document

We want to send a letter to students who failed to submit a signature on their FAFSA. One way that we can identify these records is by the comment code(s). There are three comments that pertain to a missing signature.

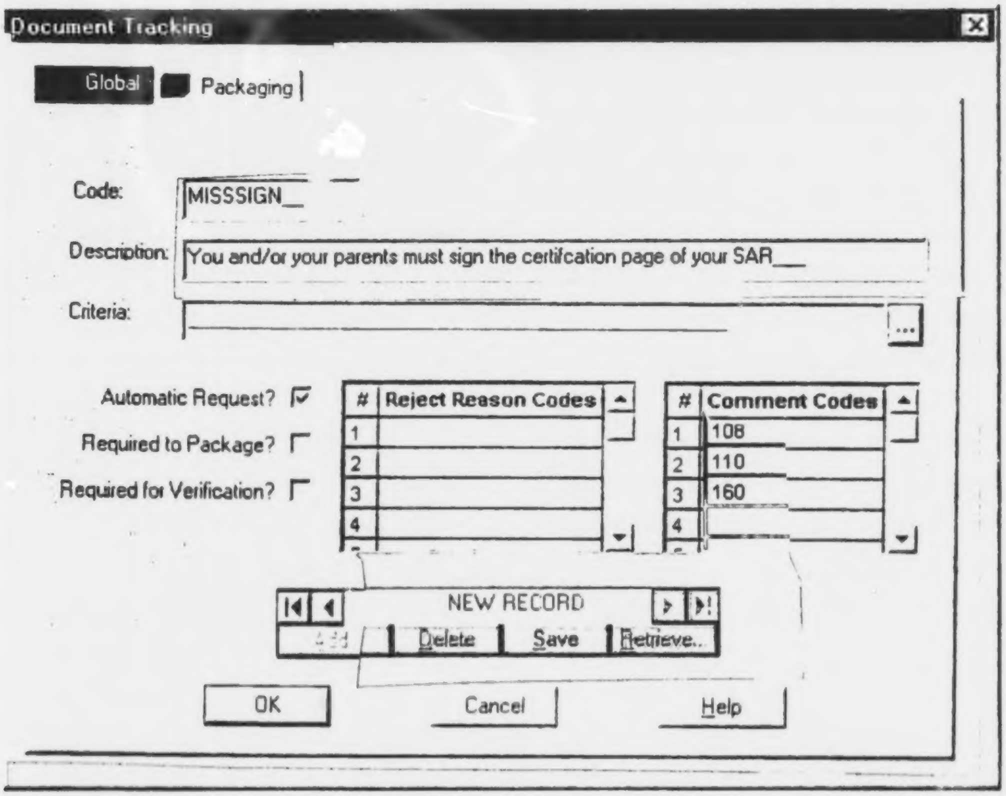
Comment Code	Comment	Reject Code
108	Your parent did not sign your application or the corrections you submitted. If your parent is not able to sign, see your Financial Aid Administrator or High School Counselor.	15
110	We have not received the signature page from your FAFSA on the Web application or correction. We must have your signature before we can determine your eligibility for federal student aid.	16
160	You did not sign your application or correction, or the date that you indicated that you completed your application is prior to January 1, 2003, or later than the date the application was received. You must sign and return this ISIR before we can determine your eligibility for federal student aid.	14

Create the document to track using comment codes as the selection criteria:.

Step	Action
1	Select **Tools, Setup** from the menu.
2	Click the **Global** tab and the **Document Tracking** button.
3	Click the **Add** button.
4	Enter a code (MISS SIGN) to identify the document on the Docs tab.
5	Enter a description that will be used in the document tracking letter (You and/or your parents must sign and return the SAR).
6	Check the **Automatic Request** box to automatically apply this document to records that meet the criteria.
7	Enter the **Comment Codes** to be used as the criteria for this document. In this case we will use codes 108, 110 and 160
8	Save the record.

Completed Document Tracking Setup

This is what the completed setup looks like using the comment codes identified.



Code: MISSSIGN

Description: You and/or your parents must sign the certifcation page of your SAR

Criteria:

Automatic Request? ☑
Required to Package? ☐
Required for Verification? ☐

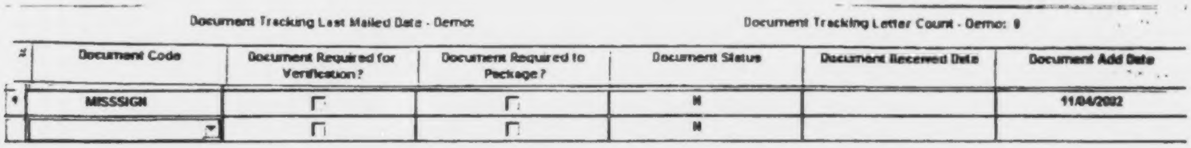
#	Reject Reason Codes
1	
2	
3	
4	

#	Comment Codes
1	108
2	110
3	160
4	

Process Add

When you run Process Add, EDExpress automatically adds the documents that you specified as automatic request to the records based on the criteria you provided. In this example, the three comment codes provided the selection criteria.

The document was added to this record as you can view from the Docs tab.



Document Tracking Last Mailed Date - Demo:

Document Tracking Letter Count - Demo: 0

#	Document Code	Document Required for Verification?	Document Required to Package?	Document Status	Document Received Date	Document Add Date
▸	MISSSIGN	☐	☐	N		11/04/2002
		☐	☐	N		

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Print a list with documents

Use the Print function to create a list of records with documents. Two lists are provided one by document code and one by student. Either list provides the option of filtering the records based on the status of the documents. The report below is an example of the list by document code. You can limit the output of the report to provide a specific code and/or a code status.

```
Report Date: 11/22/2002   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:    10:52:05        EDEXPRESS - 2003-2004
                    DOCUMENT TRACKING LIST BY DOCUMENT CODE
                                ALL RECORDS                         SORT: SSN
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
***************************************************************************

Document Status: All Statuses

 DOCUMENT       SOCIAL       NAME TRANS      LAST            FIRST       RECEIVED
   CODE     SECURITY NO.     CODE   #        NAME            NAME          DATE
----------- -------------- ---- ----- ---------------- ------------ ----------
PAR TAX     115-97-4419    BE   01    BERNINI          BROOKE
PAR TAX     116-99-7135    LA   01    LAUTNER          BEA
PAR TAX     154-99-9793    MA   02    MAILLART         DARCY
PAR TAX     163-85-7445    CI   02    CIRIANI          LAUREN
PAR TAX     203-77-9457    ME   02    MEAD             MELVA
PAR TAX     204-77-8704    PE   02    PELLI            RALPH
PAR TAX     232-97-2335    LI   04    LINZ             VIOLET
PAR TAX     270-75-3134    ZI   02    ZIMMERMAN        AMY
PAR TAX     274-79-7722    BA   01    BAUHAUS          CHAD
PAR TAX     279-75-8082    AB   02    ABRAMS           GRETCHEN
PAR TAX     320-20-8359    SH   01    SHEPLEY          OLIVIA
PAR TAX     340-72-3511    KN   03    KNUTSEN          ANDREW
PAR TAX     446-85-2958    AN   02    ANDREWS          CHRISTOPHER
PAR TAX     471-81-2467    TO   01    TOWN             LIZA
PAR TAX     484-01-9176    MA   01    MACKINTOSH       CHUCK
PAR TAX     493-99-2281    FO   02    FORD             DENNIS
PAR TAX     601-64-7971    DO   01    DOSHI            HANNAH
PAR TAX     602-49-7925    HO   02    HOFFMAN          SOPHIE
PAR TAX     604-71-5620    TI   02    TIGERMAN         NANCY
PAR TAX     605-50-6054    RO   03    ROEBLING         ANNA
PAR TAX     605-83-7245    WI   02    WILDER           RACHEL
PAR TAX     606-45-8905    WR   02    WRIGHT           TONY
PAR TAX     608-18-9707    HA   01    HADID            SAUL
PAR TAX     632-60-2718    YA   01    YAMASAKI         THOMAS
PAR TAX     690-09-1262    PE   03    PEI              VINCENT

                                                     Subtotal:       25
```

☺ **Tip:** For a quick view of assigned documents, go to **Browse, Global, Document Tracking** tab. Here you can view all documents assigned to records. Using the grid functions, you can easily sort by any of the columns and even print the grid.

Activity: Create Documents

Since some students and/or their parents complete the FAFSA using estimated tax return information, you want to know if these students and/or parents have since filed a 2002 federal tax return. You can identify and notify this group of students using document tracking and comment codes provided on the ISIR. In this software exercise you will create a document tracking record and use Process Add to add documents to student records.

1. Using the Document Tracking setup, add a global document record that will automatically be added to student records that have the comment code(s) 156 or 157.

Comment Code	Comment
156	If your parents have now filed their 2002 tax return, correct this ISIR to reflect the information as reported on their tax return. If your parents still haven't filed, notify your Financial Aid Administrator once they file.
157	If you have now filed your 2002 tax return, correct this ISIR to reflect the information as reported on your tax return. If you still haven't filed, notify your Financial Aid Administrator once you file.

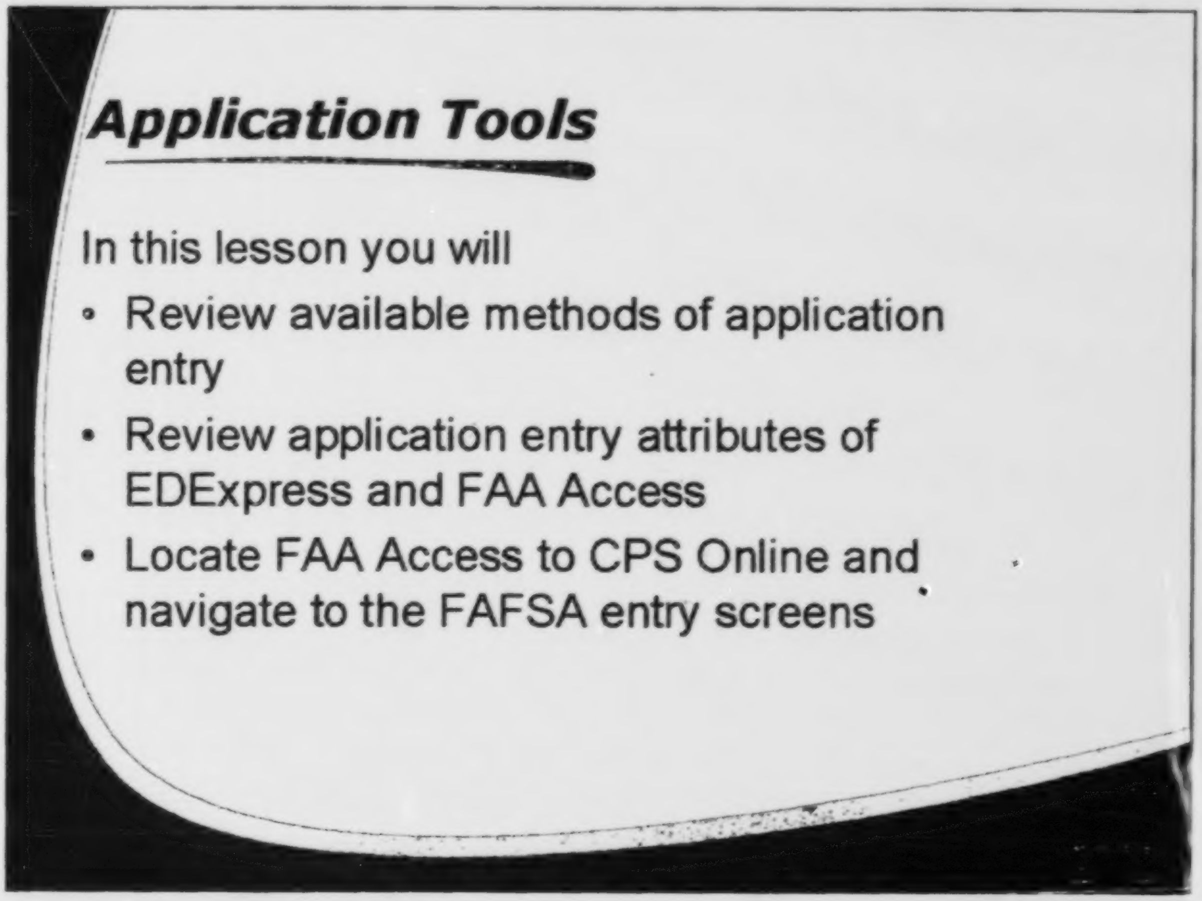
2. Save the record.
3. Using **Process, Add Documents, Global** add all documents to student records.
4. Print the **List- Document Tracking by Document Code** report to the screen to view the results. What other documents were added to the database?

____

5. Write down an ID for a record selected. _________________________
6. Open the record and review the results on the Docs tab.
7. Open the Document Tracking setup and review the other documents. What other types of criteria were used to add the documents?

____

Session 4—Application Tools



Application Tools

In this lesson you will

- Review available methods of application entry
- Review application entry attributes of EDExpress and FAA Access
- Locate FAA Access to CPS Online and navigate to the FAFSA entry screens

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Key Terms

Batch Status

A set of screens on the FAA Access to CPS Online web site that allows you to check the status of batches submitted to the CPS for application or correction processing for a particular award year.

Signature Hold File

Applications that are being held for processing by the CPS pending receipt of signature(s) from the student and/or parent applicants. This occurs most often from the submission of a FOTW application.

Student Inquiry

A set of screens on the FAA Access to CPS Online web site that allow you to view a student's Student Aid Report (SAR) information, including all of the processed information.

Resources

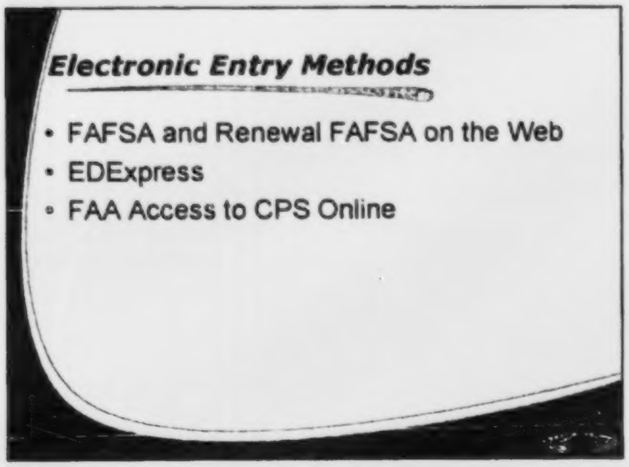
2002 NASFAA Conference session handouts: **ifap.ed.gov** under Conference Presentations By Association Meeting

- 2003-2004 Application Processing System Update
- 2003-2004 What's New with FOTW, the PIN and FAA Access Online

October 24, 2002, Broadcast: "The FSA Application Processing System: What's New for 2003-04"

Videoconference tape ordering information is at
www.ed.gov/about/ordering.jsp

or view the archived broadcast at **www.edvideo.walcoff.com/archives.html**



Electronic Entry Methods

- FAFSA and Renewal FAFSA on the Web
- EDExpress
- FAA Access to CPS Online

Electronic Entry Methods

Four primary options are provided for electronic entry of the FAFSA data. You can decide the best way to utilize each of the options to make the application process easiest for you and your students. Each option has distinct benefits for you and the student, but you need to decide when the use of each is appropriate for your school and timing of submission of the application.

Student-entered Data

For applicants with access to the Internet, electronic application forms provide the quickest, most efficient and error-free method of applying for federal student financial aid: FAFSA on the Web (FOTW) Renewal FAFSA on the Web (ROTW). Both applications may be found at **fafsa.ed.gov**.

Benefits of Entry on the Web

- No software to download
- Built-in edits help ensure more accurate data
- Skip logic lets student skip questions that don't apply
- Useful links to other sites
- Online help is available
- Can save data and finish application later
- Secure data
- Usc of PIN as electronic signature
- Can easily/quickly track the application status
- Average processing time = 72 hours
- No paper application for the school to retain and maintain

Additional Benefits of the ROTW

- Brings forward (pre-populates) certain data from prior application so student has less to complete (which takes less time and cuts down on potential errors)
- Bar code with student ID added to the bottom of each page
- 2002-2003 answers about income are preprinted for students who qualified for one of the simplified EFC formulas
- Schools listed on a student's 2002-2003 application that reported disbursements to NLSDS are listed on the 2003-2004 Renewal

☺ **Tip**: For those students and parents whose primary language is Spanish, FSA provides the Spanish FAFSA on the Web (FOTW) version.

FAA-entered Data

So that students who complete paper forms might have a way of getting their applications processed electronically, FSA provides two electronic tools that schools can use to enter and electronically transmit application data for their students: FAA Access to the CPS Online and EDExpress software.

Benefits of Both FAA Entry Methods

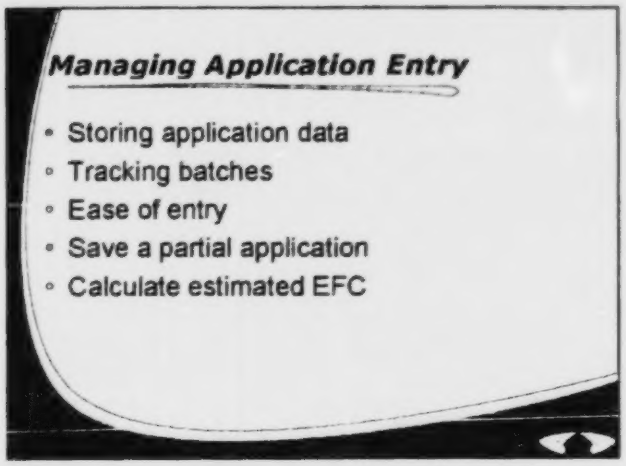
- Control of process to ensure accurate data entry
- Tools designed for rapid ease of data entry
- Instant estimated EFC determination for eligibility projection
- End-of-entry edits
- Correct school code is entered on the record

Benefits of EDExpress

- Assumption and reject overrides
- Data stored in one location

Benefits of FAA Access

- Instant submission of data
- No need for exporting and transmitting of records



Managing Application Entry

- Storing application data
- Tracking batches
- Ease of entry
- Save a partial application
- Calculate estimated EFC

Managing Application Entry

As discussed earlier, both FAA entry methods provide benefits for you for data entry. EDExpress provides a means of storing and tracking the data in your computer. FAA Access eliminates the need to export and transmit the data. Your decision for which tool to use may depend on your desire to manage the data from one source or from a point in the process.

Plan for use of methods

Obviously the major difference in the FAA entry methods and the student entry methods is who does the data entry work. Which method or methods you choose to employ will depend on the availability of staff, resources and preference for degree of control of the application process. Below are some possible scenarios for using the tools available to you.

Scenario 1

You have a relatively large student applicant population and use EDExpress to store ISIRs and make corrections only. Your application procedure:

- You encourage new students to use the FOTW.
- You encourage returning students to use ROTW.
- Late applicants bring their completed paper FAFSA to the office for a staff member to enter using FAA Access.

Scenario 2

You use EDExpress for all aid processing functions. Your application procedure:

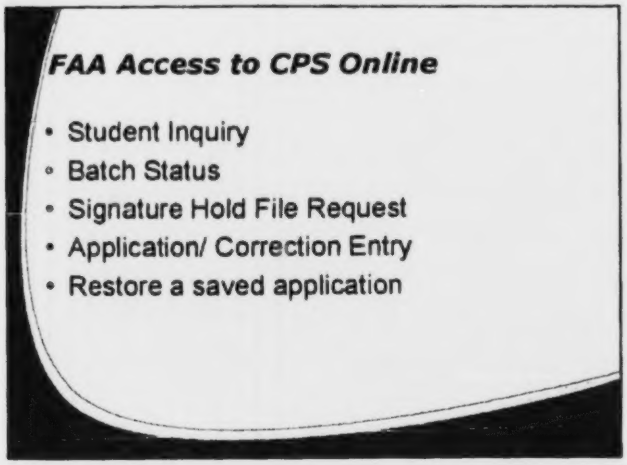
- You encourage returning students to use ROTW. Computers are provided in the student aid office for entry.
- You meet with each new applicant and use EDExpress to enter the data.
- Any late or urgent applicants are also entered in EDExpress.

Scenario 3

You have a relatively small student applicant population and use EDExpress for application processing and packaging. Your application procedure:

- You meet with each new applicant and use FAA Access to enter applicant data.
- You meet with returning students and use FAA Access to enter renewal data.

Any late or urgent applicants are also entered in FAA Access.



FAA Access to CPS Online

- Student Inquiry
- Batch Status
- Signature Hold File Request
- Application/ Correction Entry
- Restore a saved application

FAA Access to CPS Online

FAA Access to CPS Online provides several functions for entering and managing financial aid data. In this session we will take a look at all of the options provided. In Session 8, we'll further investigate options for making corrections through FAA Access.

The menu options and a brief description of each are provided below:

Student Inquiry

View a student's Student Aid Report (SAR) information, including the Expected Family Contribution (EFC), NSLDS information, SAR Comments, etc. You can view two years of applicant data through student inquiry.

Tip: With the DRN you can access a student's record that was not initially sent to your school.

Batch Status

Check the status of batches submitted to the CPS for application or correction processing for a particular award year. You can view these batches sorted by: Federal School Code or ISIR Type/Batch Type.

Signature Hold File Request

If you want to receive a list of students for your school whose applications are on hold pending receipt of signature(s), you may determine how often you would like to receive the signature hold file. You may request a one-time file or an on-going to continuously receive hold file data. If you select the ongoing option, you must cancel the request to stop receiving the data.

Application/Correction Entry
Enter a student's FAFSA, Renewal FAFSA or FAFSA Corrections on the Web form and submit it to the CPS for processing using either:

- FAFSA Application
- Renewal FAFSA
- FAFSA Corrections

Restore a Saved Application
Restore a partially completed and saved FAFSA, Renewal FAFSA or FAFSA Corrections on the Web form and submit it to the CPS for processing using either:

- FAFSA Application
- Renewal FAFSA
- FAFSA Corrections

Before You Begin

To ensure secure data and to identify the user, you will need the following items (this may vary depending on the functions you use):

- Your PIN
- School Code
- TG number for your destination point
- Your Social Security Number
- Your Date of Birth

Accessing the site

You can access FAA Access to CPS Online by entering the address in your web browser or through EDExpress by selecting **View, FAA Access Online** from within a student record or selecting **View, FAA Access Online** from the global level.

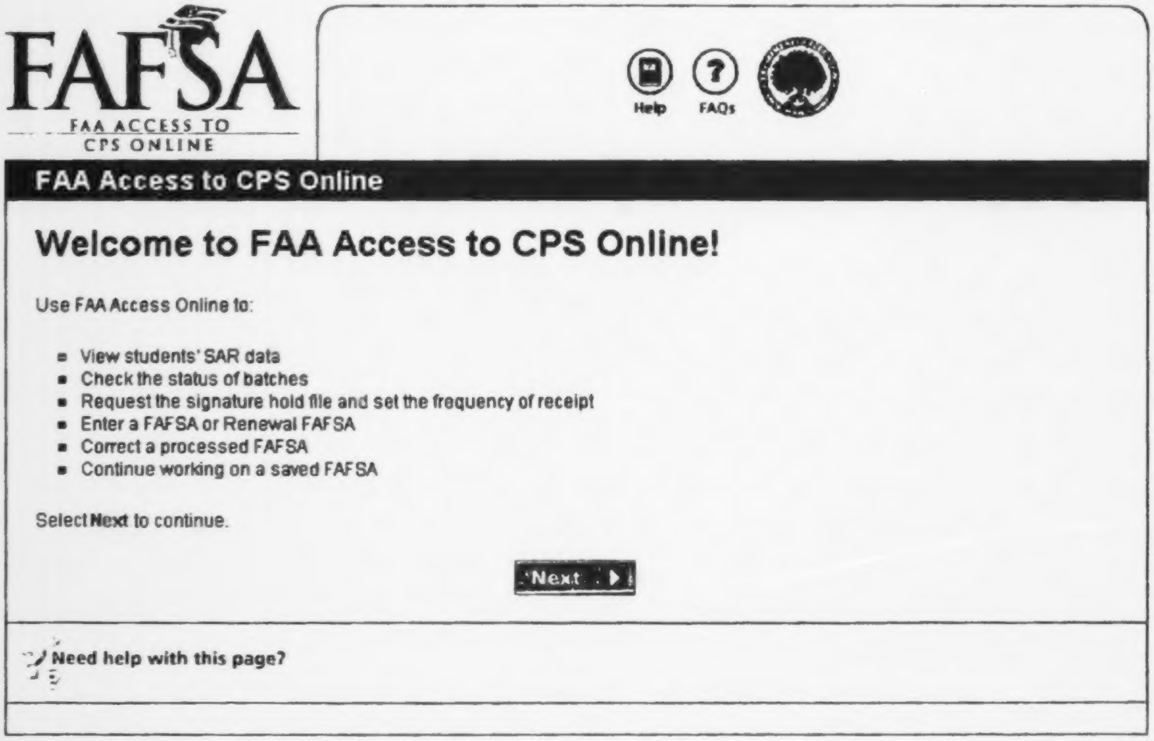
Instructor Demonstration

In this demonstration, the instructor will provide a tour of the FAA Access to CPS Online. The steps for each menu option are provided below.

Login to FAA Access to CPS Online

Step	Action
1	Go to **http://www.fafsa.ed.gov/FAA/faa.htm** with your web browser.
2	The **Welcome** screen displays.
3	Click **Next** to continue.
4	You must confirm your identity as an authorized user. Enter the following information as requested in the data fields: Your Social Security Number First 2 letters of your last name Your Date of Birth Your FSA PIN If you do not have a PIN you may use the menu options to request, modify, apply changes to your PIN.
5	Click **Submit Request**.
6	The **FAA Main Menu** is displayed.

This is the welcome screen displayed when you first access the site.



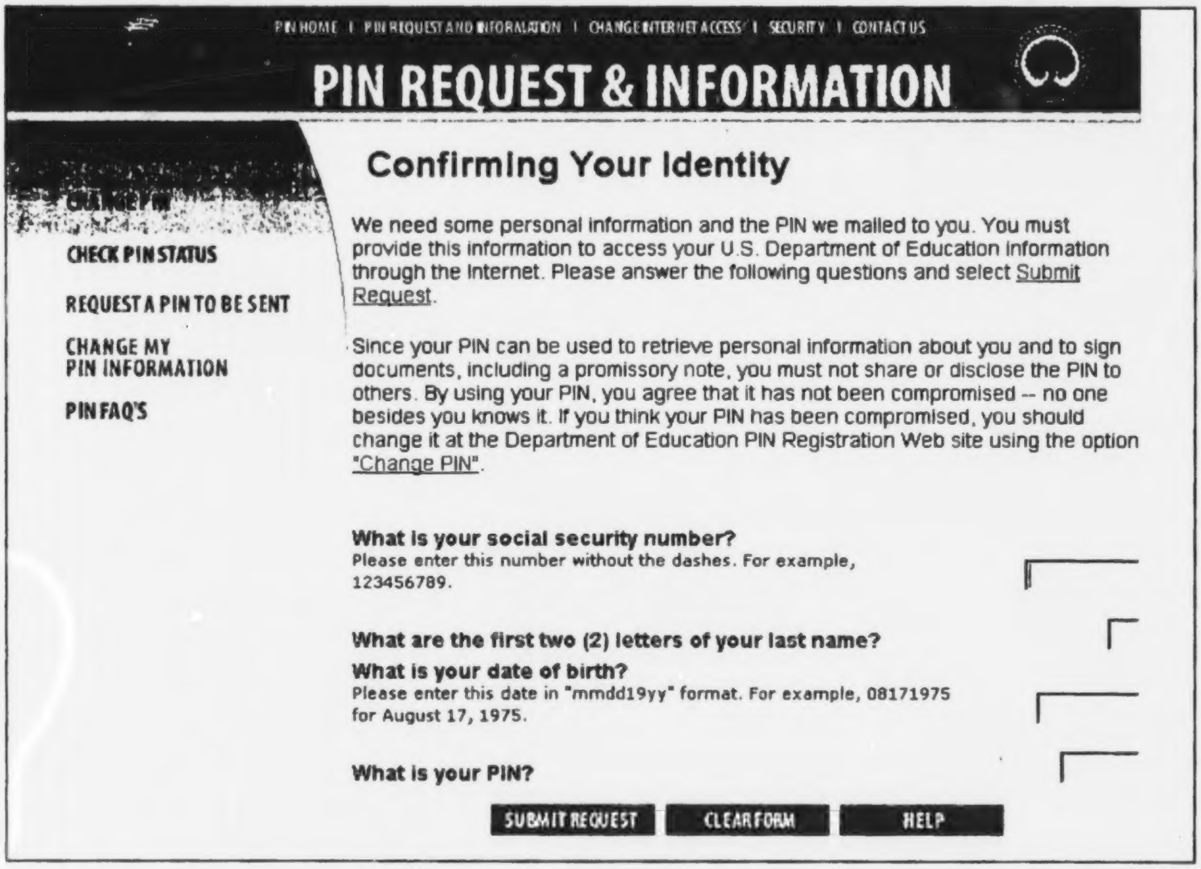
Welcome to FAA Access to CPS Online!

Use FAA Access Online to:

- View students' SAR data
- Check the status of batches
- Request the signature hold file and set the frequency of receipt
- Enter a FAFSA or Renewal FAFSA
- Correct a processed FAFSA
- Continue working on a saved FAFSA

Select **Next** to continue.

The PIN screen provides a level of security to ensure that you are a registered user for FAA Access Online. Options are provided to manage your PIN; you can apply for a PIN or modify your information from this page.


PIN HOME | PIN REQUEST AND INFORMATION | CHANGE INTERNET ACCESS | SECURITY | CONTACT US
PIN REQUEST & INFORMATION
CHANGE PIN
CHECK PIN STATUS
REQUEST A PIN TO BE SENT
CHANGE MY PIN INFORMATION
PIN FAQ'S
SUBMIT REQUEST
CLEAR FORM
HELP

Confirming Your Identity

We need some personal information and the PIN we mailed to you. You must provide this information to access your U.S. Department of Education information through the Internet. Please answer the following questions and select Submit Request.

Since your PIN can be used to retrieve personal information about you and to sign documents, including a promissory note, you must not share or disclose the PIN to others. By using your PIN, you agree that it has not been compromised -- no one besides you knows it. If you think your PIN has been compromised, you should change it at the Department of Education PIN Registration Web site using the option "Change PIN".

What is your social security number?
Please enter this number without the dashes. For example, 123456789.

What are the first two (2) letters of your last name?

What is your date of birth?
Please enter this date in "mmdd19yy" format. For example, 08171975 for August 17, 1975.

What is your PIN?

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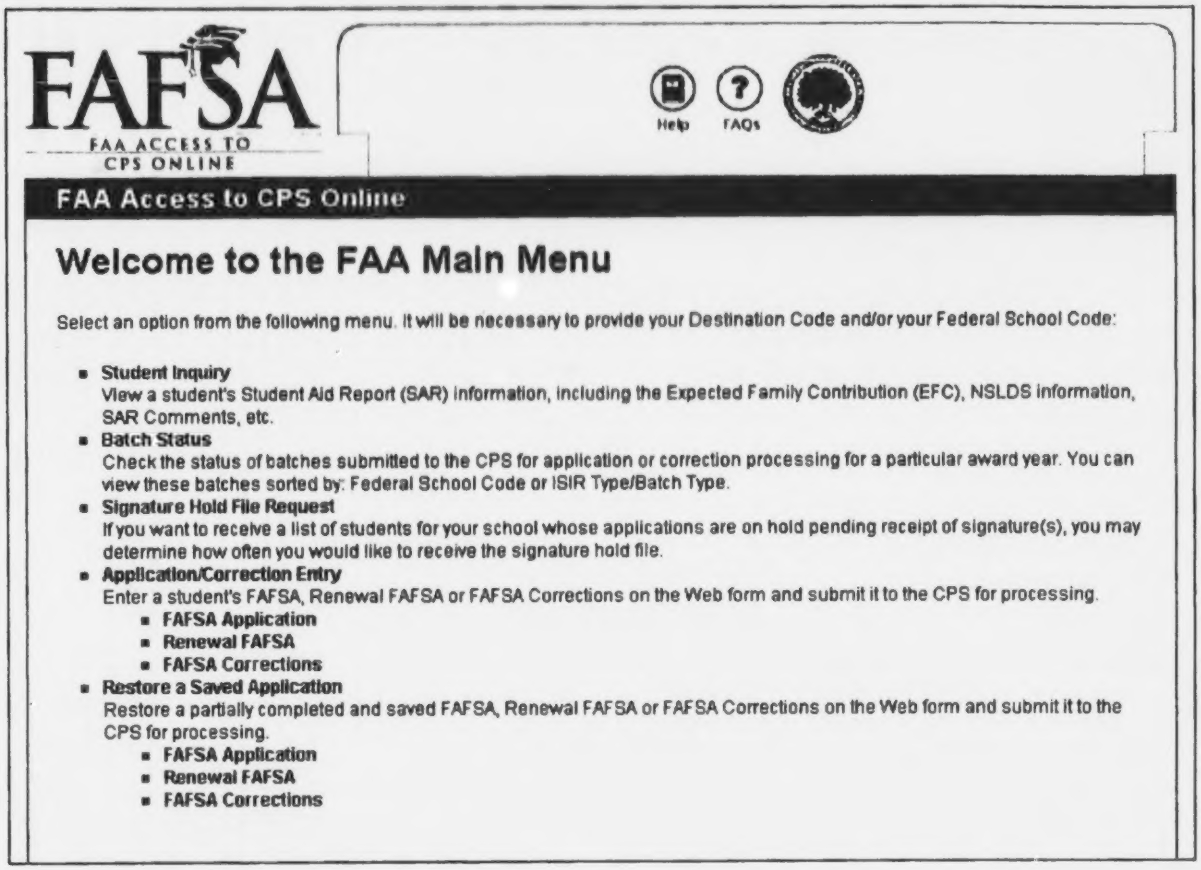
The FAA Main Menu provides all the options for viewing and entering data to manage your records.



Welcome to the FAA Main Menu

Select an option from the following menu. It will be necessary to provide your Destination Code and/or your Federal School Code:

- **Student Inquiry**
  View a student's Student Aid Report (SAR) information, including the Expected Family Contribution (EFC), NSLDS information, SAR Comments, etc.
- **Batch Status**
  Check the status of batches submitted to the CPS for application or correction processing for a particular award year. You can view these batches sorted by: Federal School Code or ISIR Type/Batch Type.
- **Signature Hold File Request**
  If you want to receive a list of students for your school whose applications are on hold pending receipt of signature(s), you may determine how often you would like to receive the signature hold file.
- **Application/Correction Entry**
  Enter a student's FAFSA, Renewal FAFSA or FAFSA Corrections on the Web form and submit it to the CPS for processing.
  - **FAFSA Application**
  - **Renewal FAFSA**
  - **FAFSA Corrections**
- **Restore a Saved Application**
  Restore a partially completed and saved FAFSA, Renewal FAFSA or FAFSA Corrections on the Web form and submit it to the CPS for processing.
  - **FAFSA Application**
  - **Renewal FAFSA**
  - **FAFSA Corrections**

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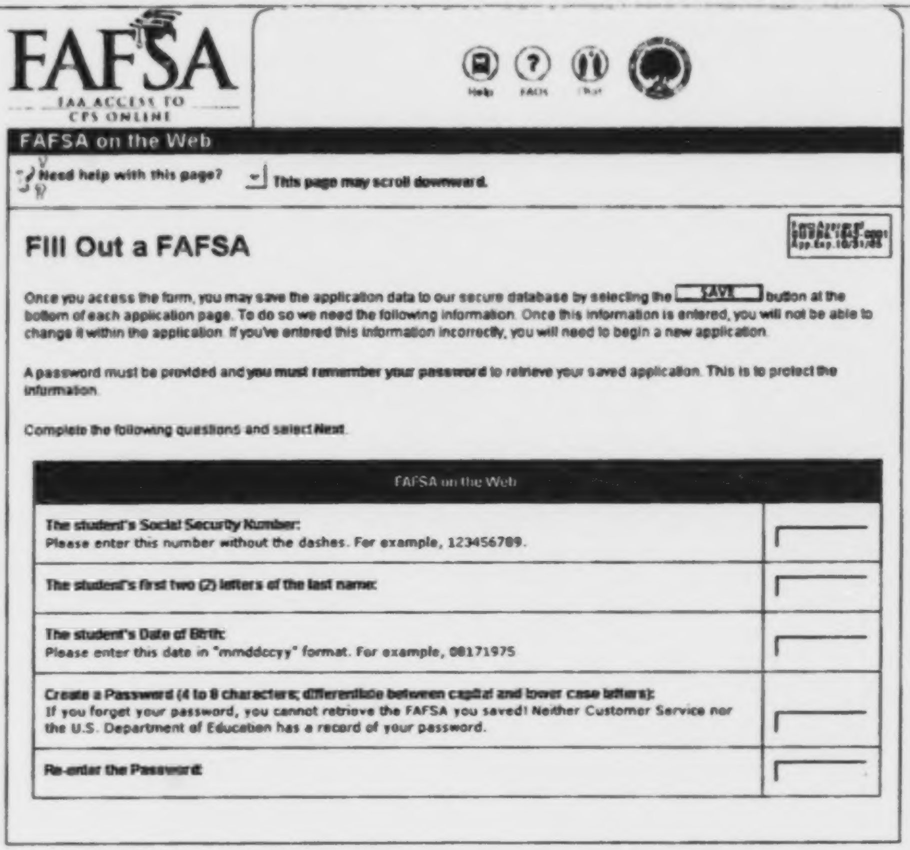
Create a New Application

Step	Action
1	From the **FAA Main Menu**, select **FAFSA Application** to create a new application.
2	Enter your school code and select the desired school year.
3	Click **Next** to continue.
4	The **Fill Out a FAFSA** screen displays providing instructions to enter the student's identification information.
5	To create the new record you must enter the ▪ Student's SSN ▪ First two letters of the student's last name ▪ Date of Birth ▪ Password for this record. If you've entered this information incorrectly, you will need to begin a new application. A password must be provided and **you must remember your password** to retrieve the saved application. This is to protect the information.
6	The Welcome to FAFSA on the Web screen displays providing instructions on the functions available during the application entry. Click **Next** to continue.
7	A second welcome screen provides you with option of using a screen reader. Click **Next** to continue.
8	The application form is displayed in a scrollable format with all steps provided as jumps or hyper links from the top of the page. The values (such as DOB and school code) you have provided default into the fields.
9	As you complete the application data, you have the option to save the record at any time. Click **Save** if you need to save the record during entry.
10	Once you have completed data entry you have the option to either **Print a Signature Page** **Run a Final Check**
11	When finished with the record, click **Submit My FAFSA Now**.

The first step to creating an application record is entering the student's identifying information. One unique item entered for applications and corrections in FAA Access is the password associated with the record. This password is not related to the student's application information, but is provided to allow you to save a partial record and retrieve the data at a later time.



Fill Out a FAFSA

Once you access the form, you may save the application data to our secure database by selecting the SAVE button at the bottom of each application page. To do so we need the following information. Once this information is entered, you will not be able to change it within the application. If you've entered this information incorrectly, you will need to begin a new application.

A password must be provided and **you must remember your password** to retrieve your saved application. This is to protect the information.

Complete the following questions and select **Next**.

FAFSA on the Web	
The student's Social Security Number: Please enter this number without the dashes. For example, 123456789.	
The student's first two (2) letters of the last name:	
The student's Date of Birth: Please enter this date in "mmddccyy" format. For example, 08171975	
Create a Password (4 to 8 characters; differentiate between capital and lower case letters): If you forget your password, you cannot retrieve the FAFSA you saved! Neither Customer Service nor the U.S. Department of Education has a record of your password.	
Re-enter the Password:	

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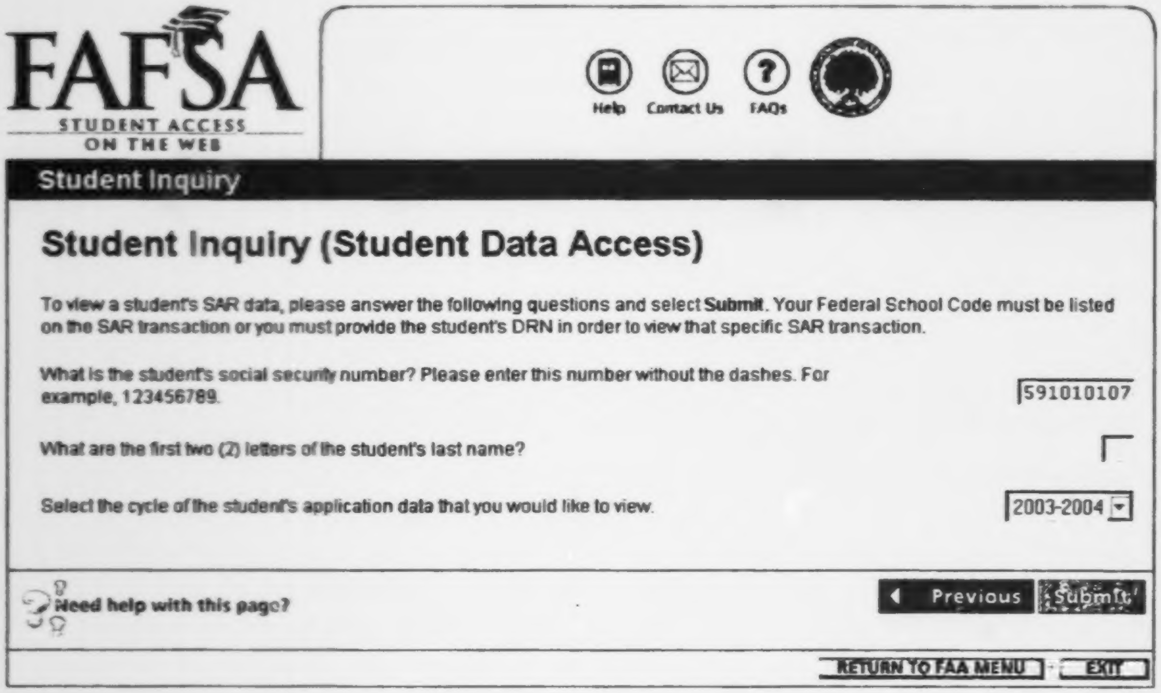
Submit a Correction

Step	Action
1	From the **FAA Main Menu**, select **FAFSA Corrections** to correct an existing record.
2	Enter your school code and select the desired school year.
3	Click **Next** to continue.
4	To create the correction record, enter the ▪ Student's SSN ▪ First two letters of the student's last name ▪ Date of Birth ▪ Password for this record. If you've entered this information incorrectly, you will need to begin a new application. A password must be provided and **you must remember your password** to retrieve the saved application. This is to protect the information.
5	Click **Next** to continue.
6	The **Welcome to Corrections** screen displays. Click **Next** to continue.
7	A second welcome screen provides you with option of using a screen reader. Click **Next** to continue.
8	The screen layout is similar to the application entry screen. The application form is displayed in a scrollable format with all steps provided as jumps or hyper links from the top of the page. You have three options for data in each field: change, verify or delete. The data is displayed in 2 columns: one with original data and one with options to either delete the answer or verify data.
9	As you complete the correction data, you have the option to save the record at any time. Click **Save** if you need to save the record during entry.
10	Once you have completed data entry you have the option to either: **Print a Signature Page** or **Run a Final Check**
11	When finished with the record, click **Submit My Correction Now**.

Student Inquiry

Step	Action
1	From the **FAA Main Menu**, select **Student Inquiry** to check the processing status of record.
2	Enter your school code and select the desired school year. Click **Next** to continue.
3	The **Student Inquiry (Student Data Access)** screen displays.
4	Enter the student's SSN, first 2 letters of the student's last name and verify the award cycle. Click **Submit**.
5	The **SAR Transactions** screen displays. All transactions for this cycle displayed. You have the option to select the previous cycle.
6	Click **the Transaction Number** to view information about the transaction.
7	The Processing Information is displayed. All other data about the transaction is accessible through a menu at the left. Select one of the following menu options on the left of the screen to view the segment of data: Transactions Processing Information You the Student Income/Assets Parent Information School Information Preparer's Information NSLDS SAR comments Print Summary FAA Information
8	Select **Print Summary** to print a copy of the SAR.
9	You have the option to view the SAR in either html or pdf formats.
10	You can select **Make Corrections** from any segment view to go to the corrections **FAFSA Corrections** screen to create a correction record for this student.
11	When finished viewing from any screen you can return to the **FAA Main Menu** or from the **SAR Transactions** screen you have the option to view a different student's data.

The Student Inquiry option begins with the entry of the student's ID. You have the option of either of the two current cycle years to view. Even if your school was not listed on student's transaction, you can view the data using the DRN.


FAFSA
STUDENT ACCESS
ON THE WEB
Help
Contact Us
FAQs
Student Inquiry

Student Inquiry (Student Data Access)

To view a student's SAR data, please answer the following questions and select **Submit**. Your Federal School Code must be listed on the SAR transaction or you must provide the student's DRN in order to view that specific SAR transaction.

What is the student's social security number? Please enter this number without the dashes. For example, 123456789. 591010107

What are the first two (2) letters of the student's last name?

Select the cycle of the student's application data that you would like to view. 2003-2004

Need help with this page?
Previous
Submit
RETURN TO FAA MENU
EXIT

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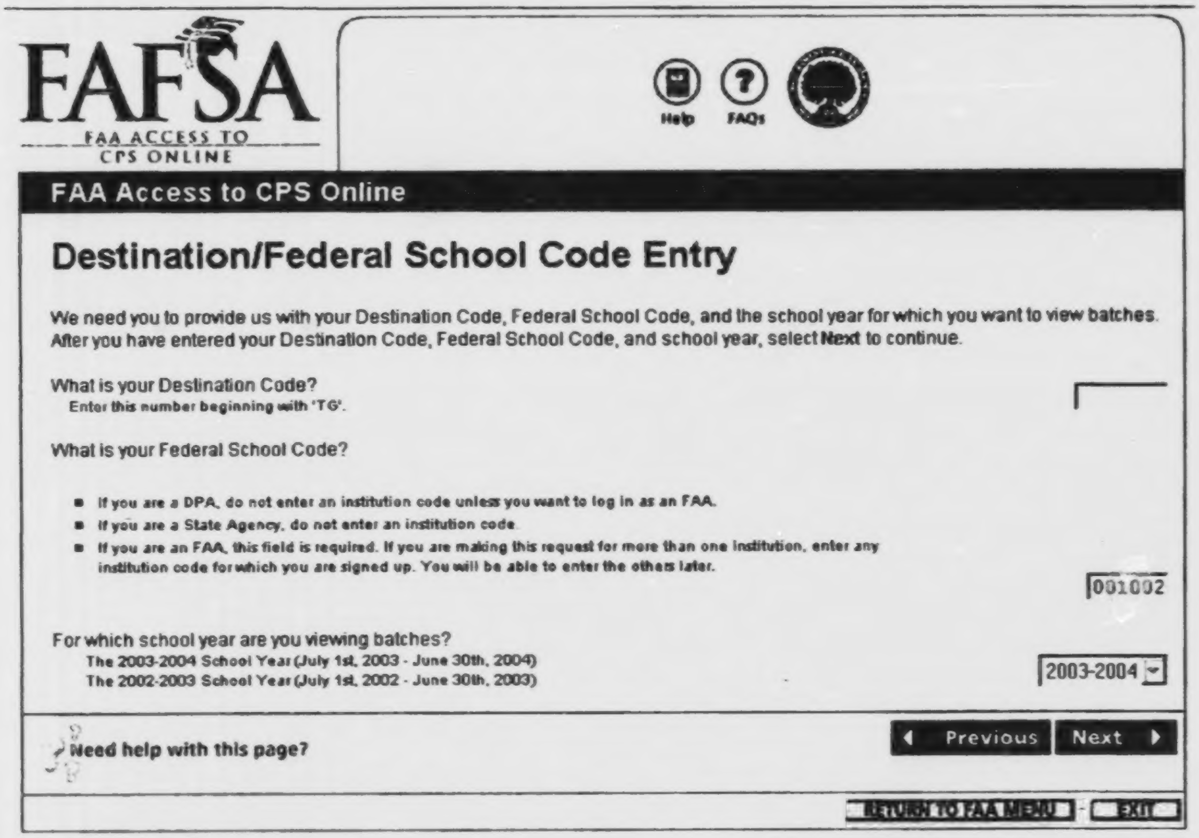
Batch Status

Step	Action
1	From the **FAA Main Menu**, select **Batch Status** to check the processing status of a batch.
2	The **Destination/Federal School Code Entry** screen is displayed.
3	Enter your **TG** number, verify your school code and select the desired award year. Click **Next** to continue.
4	The **Checking Batch Status** screen displays.
5	Select the view you want to use to locate your batch(es). If you are looking for a specific batch use the **Batch Number** view. Detailed information will be displayed for the entered batch number. If you don't know the batch number or want to see activity for a date range use the view. A list will be displayed using the batch (file) type, such as Applications, Corrections, etc. You also have the option of adding a date range to reduce the results. Click **Next**.
6	**Batch Number** On the **Enter Batch Number** screen, enter the batch number to display. Click **Next**.
7	**Batch Type/ Date Range** Select the batch type, verify your school code and enter the date range desired in mmddccyy format. Click **Next**.

Remember that you can check the status of a batch even if you don't know the batch ID. You do need to know the type and the approximate date the batch was sent. And you will need to provide your destination code (TG number) and school code to check batch status.



FAA Access to CPS Online

Destination/Federal School Code Entry

We need you to provide us with your Destination Code, Federal School Code, and the school year for which you want to view batches. After you have entered your Destination Code, Federal School Code, and school year, select **Next** to continue.

What is your Destination Code?
Enter this number beginning with 'TG'.

What is your Federal School Code?

- If you are a DPA, do not enter an institution code unless you want to log in as an FAA.
- If you are a State Agency, do not enter an institution code.
- If you are an FAA, this field is required. If you are making this request for more than one institution, enter any institution code for which you are signed up. You will be able to enter the others later.

001002

For which school year are you viewing batches?
The 2003-2004 School Year (July 1st, 2003 - June 30th, 2004)
The 2002-2003 School Year (July 1st, 2002 - June 30th, 2003)

2003-2004

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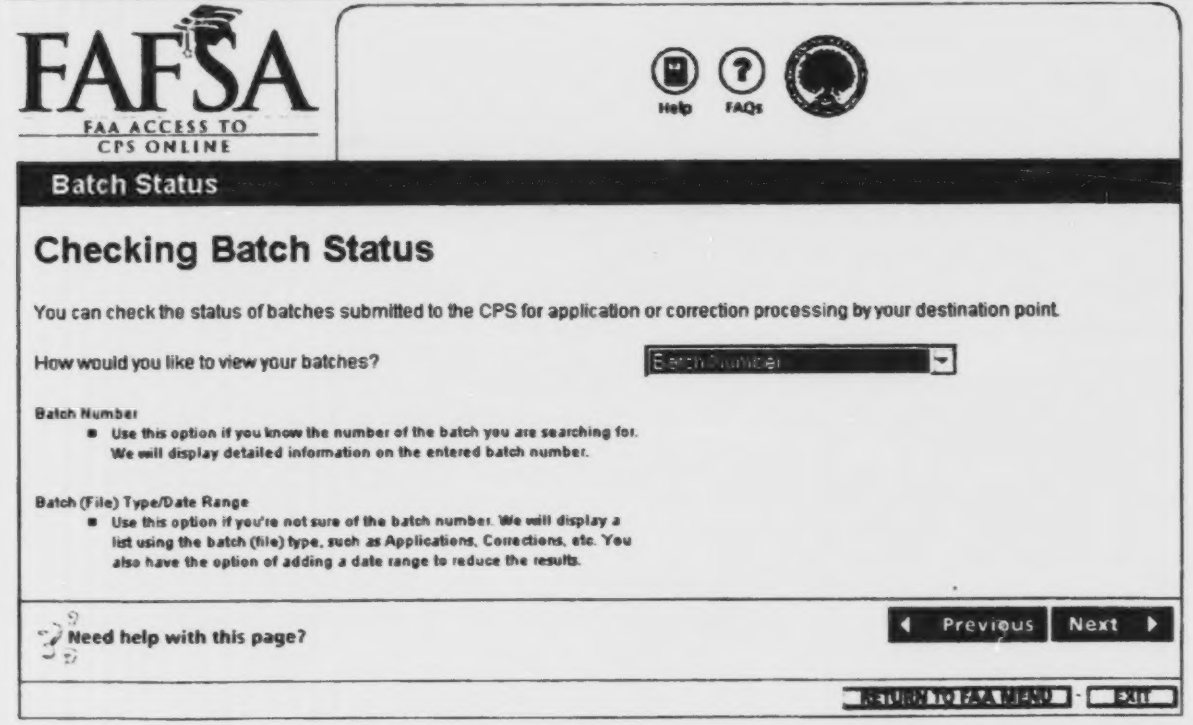

Batch Status

Checking Batch Status

You can check the status of batches submitted to the CPS for application or correction processing by your destination point.

How would you like to view your batches?

Batch Number

Batch Number
- Use this option if you know the number of the batch you are searching for. We will display detailed information on the entered batch number.

Batch (File) Type/Date Range
- Use this option if you're not sure of the batch number. We will display a list using the batch (file) type, such as Applications, Corrections, etc. You also have the option of adding a date range to reduce the results.

Need help with this page?

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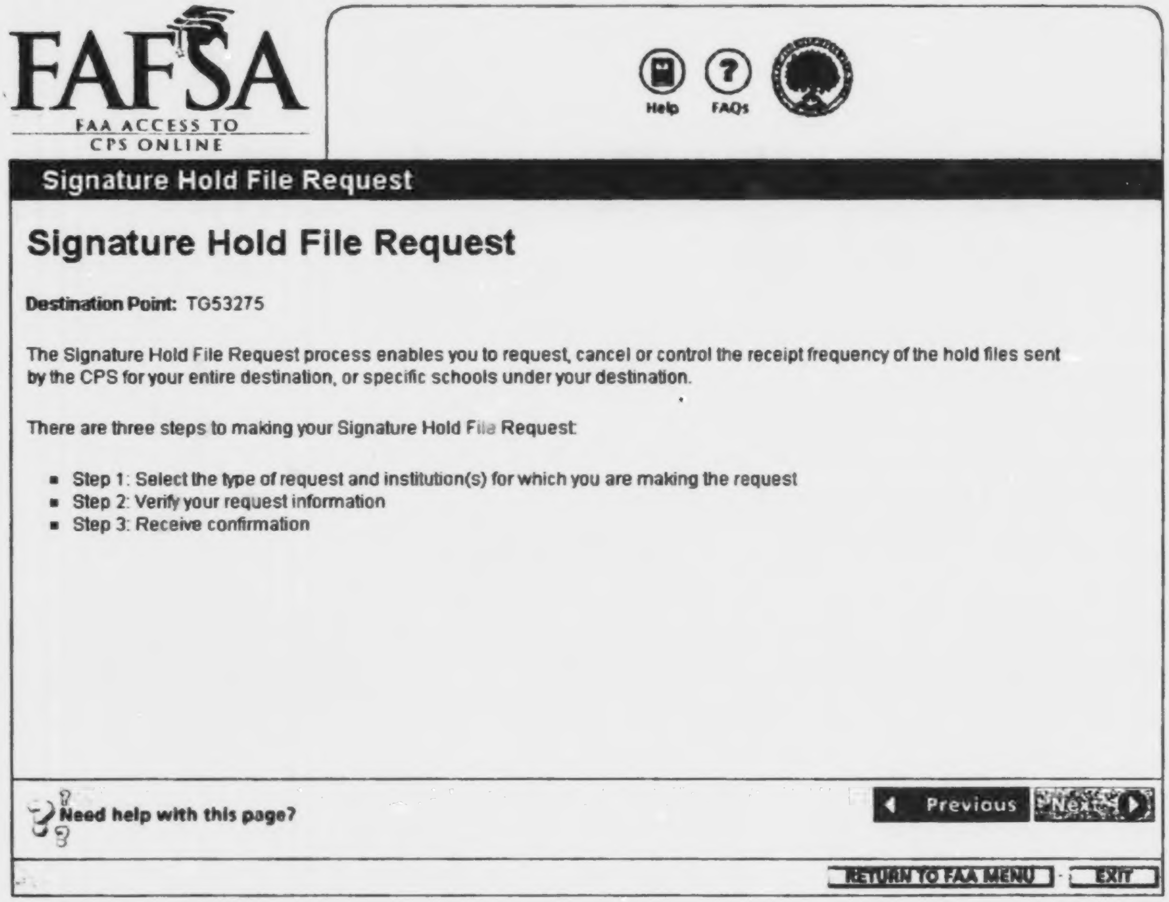
Signature Hold file

Step	Action
1	From the **FAA Main Menu**, select **Signature Hold File** to request a signature hold file.
2	The **Destination/Federal School Code Entry** screen is displayed.
3	Enter your TG number, verify your school code and select the desired award year. Click **Next** to continue.
4	The **Signature Hold File Request** screen displays providing instructions about the 3-step request process. Click **Next** to continue.
5	**Step 1**: Select the type of request and institution(s) for which you are making the request Select one of the options. ▪ Request a one-time Signature Hold File. ▪ Request on-going Signature Hold Files. ▪ Cancel all Signature Hold File Requests for your entire destination Click **Next**.
6	Select one of the following: ▪ All schools under your destination point. ▪ Specific schools under your destination point. Click **Next.**
7	**Step 2**: Verify your request information Click **Submit**.
8	**Step 3**: Receive confirmation The confirmation includes the date of request. You have the option to print the page for your records.

As you can see from the first screen, requesting a signature hold file is a 3-step process. You must submit a cancellation request if you want to stop receiving hold file information.


FAFSA
FAA ACCESS TO CPS ONLINE
Help
FAQs
Signature Hold File Request
Need help with this page?
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RETURN TO FAA MENU
EXIT

Signature Hold File Request

Destination Point: TG53275

The Signature Hold File Request process enables you to request, cancel or control the receipt frequency of the hold files sent by the CPS for your entire destination, or specific schools under your destination.

There are three steps to making your Signature Hold File Request:

- Step 1: Select the type of request and institution(s) for which you are making the request
- Step 2: Verify your request information
- Step 3: Receive confirmation

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Activity: Navigate FAA Access to CPS Online

Use the simulation of the FAA Access web site and the step tables provided on previous pages to navigate through the menu options and answer the questions below. The simulation will provide you with navigation guidance.

Double click the **FAA Access Demo** icon on your desktop to begin. Use these identifiers to navigate the simulated web site.

FAA SSN	555102002
Name ID	FO
Date of Birth	02151990
PIN	1942
Destination ID	TG53275

Student's SSN	591010107
Name ID	LA
Date of Birth	02011985
PIN	3814

1. What data item not related directly to the student is required before you can complete the FAFSA?____
2. How many different screens are used to enter the FAFSA data? __________________
3. What data items if any are pre-populated on the application page? __________________
4. Before submitting the FAFSA, can you check to see if the information has been entered correctly? ____
5. What is the purpose of the password that you enter with the student's identifying information?

   ____
6. If a student has more than one transaction can all of the transactions be viewed in student inquiry?

   ____

7. What two ways can you use to make corrections to a record? ____________________

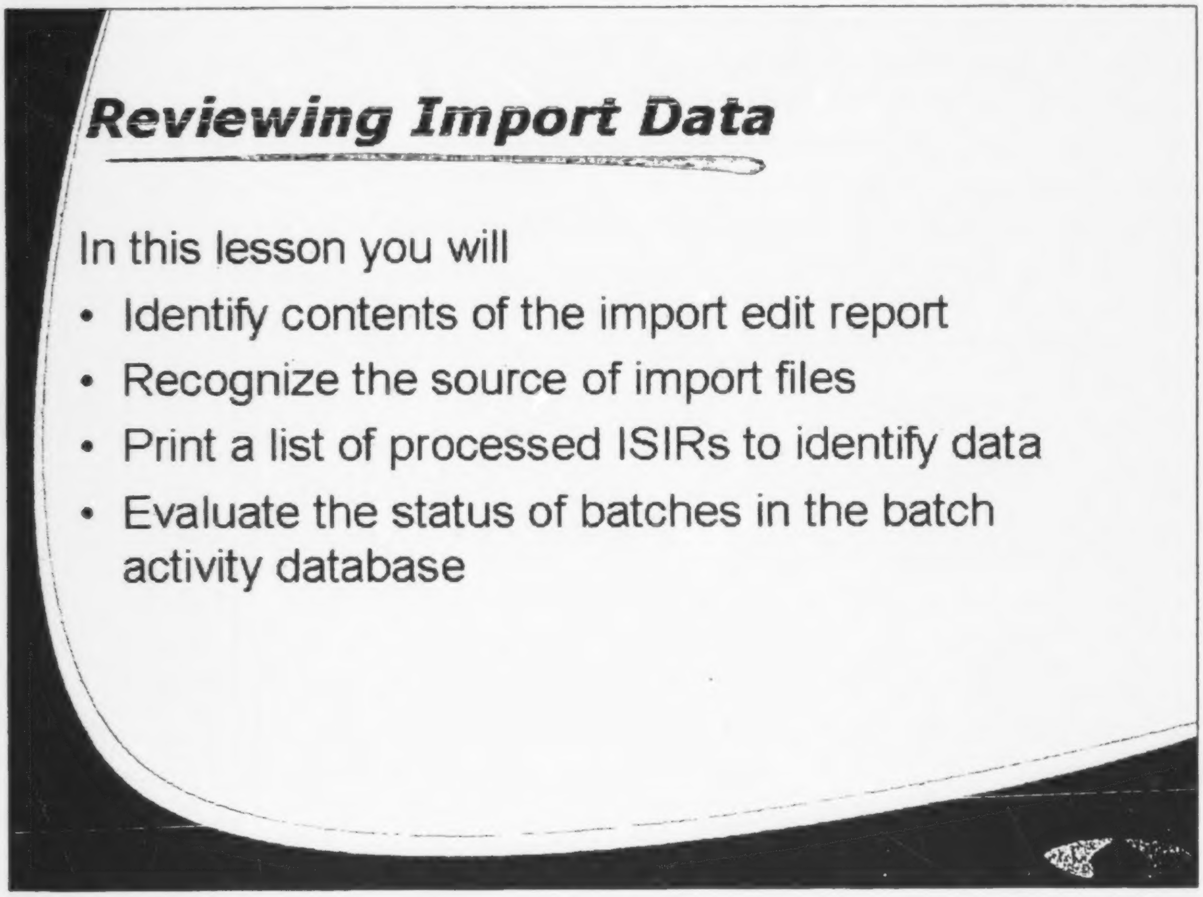
8. Where can you find the SAR Comment Codes in Student Inquiry?

   ____

9. Can you locate the status of a batch if you don't know the batch number?

   ____

Session 5—Reviewing Import Data



Reviewing Import Data

In this lesson you will

- Identify contents of the import edit report
- Recognize the source of import files
- Print a list of processed ISIRs to identify data
- Evaluate the status of batches in the batch activity database

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Key Terms

Batch IDs

A Batch ID provides the means of tracking a group of student records. The batch ID is unique to the batch and its 23-character format is specified to include the type of data in the batch, school sending/receiving the batch and a time/date indicator. CPS generates Batch IDs for files it creates (for example, files containing ISIRs). EDExpress creates Batch IDs for files that the school creates (for example, corrections) to transmit to the CPS.

Import

The Import function in EDExpress can be used to: create or update records from data in another module within EDExpress, from another system such as a mainframe or from another software product; update records with data received in acknowledgements received from CPS.

Message Class

A message class is a filename that identifies the data contained within a file. The message class is eight characters long, with the first four characters specifying the type of data, the next two indicating the processing year, and the last two describing whether the file is an output or input file.

Resources

2003-04 EDE Technical Reference

2003-04 Application Processing Desk Reference

Both documents may be found at **sfadownload.ed.gov** under Documentation.

Activity 1: Import ISIRs

Scenario

One of your daily assignments is to import all of the files that have been received from the SAIG the night before. Last night you received an ISIR file, resulting from FAFSAs that students filed.

Instructions

1. Import the ISIR file (SARA04.055) and send the report to the screen.
2. Review the import edit report and answer the questions below.
    - What message class is used for the batch that you imported?

      ____

    - How many records were accepted?

      ____

    - Were there any skipped records in the imported batch?

      ____

    - On what day was the batch processed at the CPS?

      ____

3. Print a list of processed ISIRs using the batch ID of the file you just imported.

   Remember to print to the screen!

    - How many records were on the list? ____________________

Challenge

Print a list of processed ISIRs using the batch ID of the file you just imported and a query to identify records with blank EFCs. You will need to create a simple query for blank EFCs.

Remember to print to the screen!

How many records were on the list? ____________________

Activity 2: Analyze Batch Activity

Scenario

One of your daily assignments is to monitor the batch activity to ensure that ISIRs are received for all applications and corrections that are sent to CPS. Your task is to review the batch activity database in EDExpress and evaluate the status of the batches.

Instructions

1. Open the App Express batch activity database and review.
2. Answer the questions below. Information about batches is provided in the following pages as a resource for analyzing batch activity.
3. Are there any batches that were exported by this school that do not have a corresponding import file?____________________________________
4. If so what is the batch ID? ____________________________________
5. How did you identify the batch?________________________________
6. Provide two reasons why a batch might not have been returned yet.

   ____

7. What types of import batches are present?

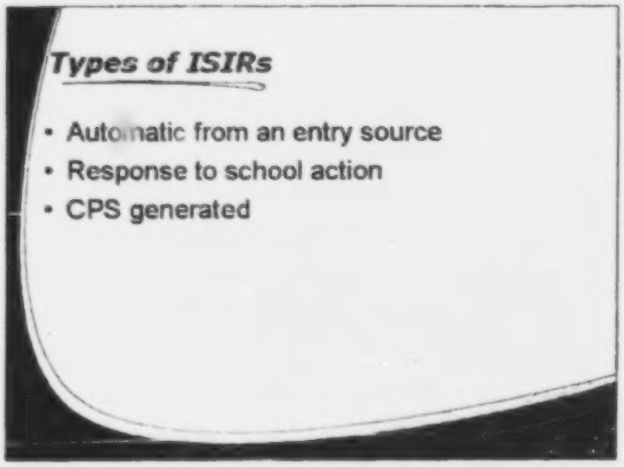
   ____

8. What types of export batches are present?

   ____

9. How many total automatic ISIRs (not generated by any school activity such as application entry or correction entry) have been loaded through import?

   ____



Types of ISIRs

- Automatic from an entry source
- Response to school action
- CPS generated

Types of ISIRs

An ISIR is produced as a result of something you did, something the student or another school did or some event triggered by the CPS.

Automatic from an Entry Source

An ISIR may be sent to you automatically depending on the actions of the student, another school, or another agency. For example, if a student lists your federal school code on their FAFSA, you will automatically receive ISIRs for those students. Automatic ISIRs are created from applications submitted through:

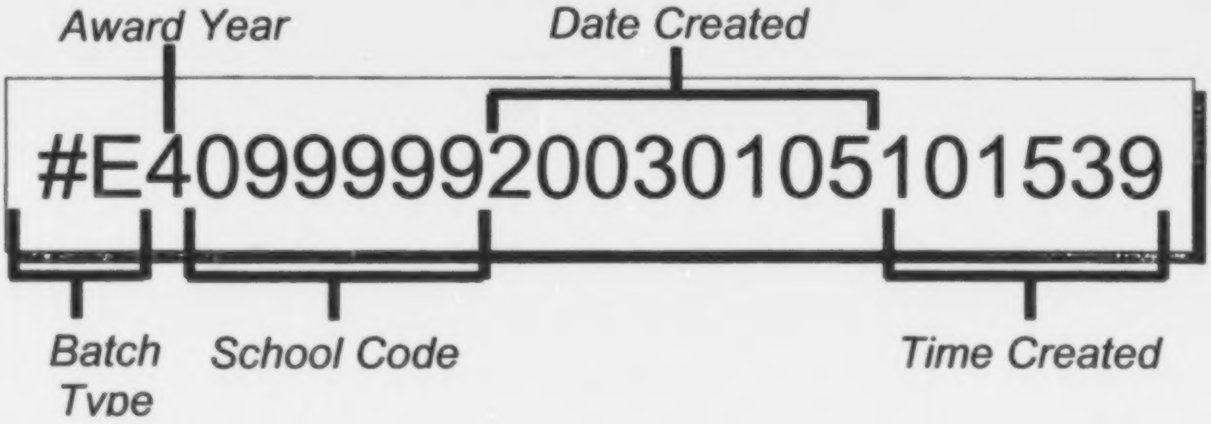
- A paper FAFSA or Renewal FAFSA
- FAFSA on the Web / Renewal FAFSA on the Web
- A correction on a paper SAR
- A correction on the web
- Another school completing an electronic application or correction for the student and listing your school code

Response to School Action

Each time you create and submit an electronic application, correction, or duplicate request, you will receive a corresponding processed ISIR.

CPS Generated

Finally, the CPS will occasionally generate ISIRs without any input from a student or a school. For example, in certain cases the CPS completes matching student record data against outside databases after the initial ISIR is produced and transmitted to the school. In such cases, the CPS will systems-generate a new ISIR with the processing results.



Batch IDs

EDExpress uses Batch IDs to keep track of student records. CPS has already assigned the Batch ID for files that you import into EDExpress. Each time you export a file, EDExpress assigns the Batch ID.

The first letter of a Batch ID identifies the type of data contained in the batch. For example, "E" identifies this data as an Automatic ISIR batch.

The list of most commonly used batch types follows:

E	Automatic ISIRs
A	Electronic applications (includes electronic applications you have created and sent, as well as the resulting ISIR file)
C	Electronic corrections and duplicate requests (includes electronic corrections and duplicate requests you have created and sent, as well as the resulting ISIR file)
G	System-generated ISIRs

The next number in the Batch ID refers to the last digit in the award year cycle. In 2003-2004, the number will always be 4.

The following six digits are your school code that you have entered into EDExpress.

The next eight digits refer to the date (four-digit year, month, and day) this batch was created. This batch was created on January 5, 2003.

The last six digits refer to the time (hours, minutes, and seconds) the batch was created. This batch was created at 10:15 and 39 seconds.

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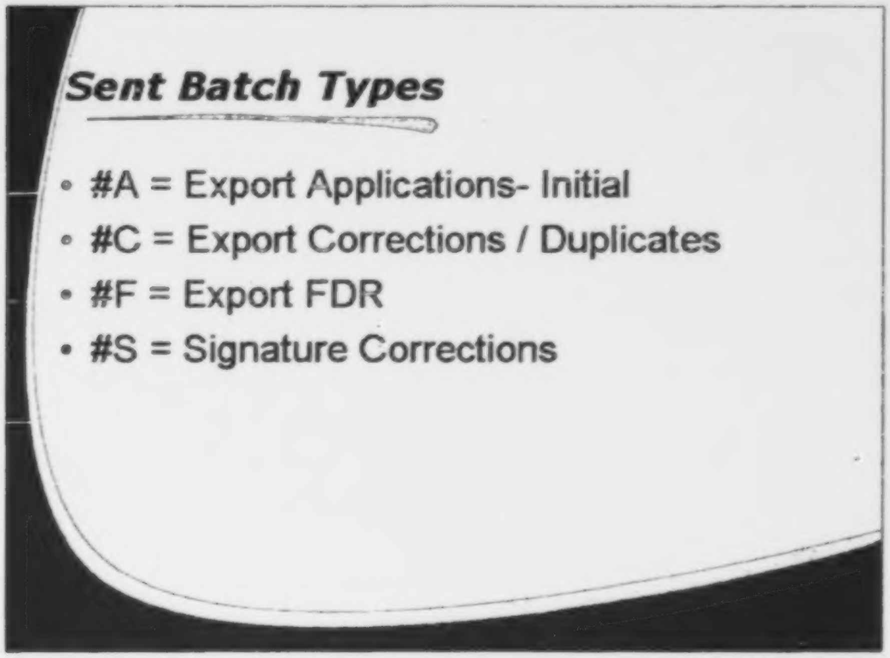
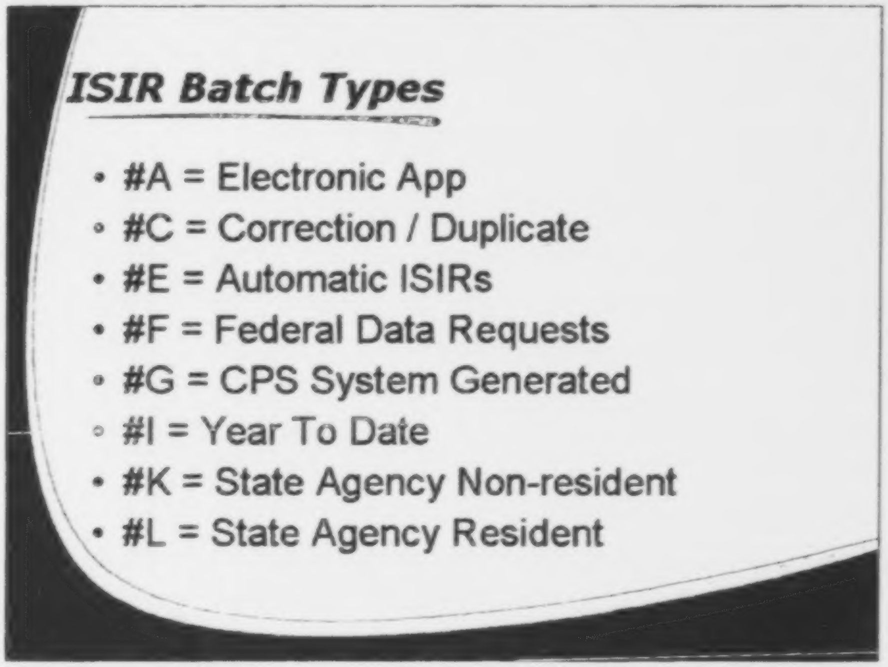


Sent Batch Types

- #A = Export Applications- Initial
- #C = Export Corrections / Duplicates
- #F = Export FDR
- #S = Signature Corrections



ISIR Batch Types

- #A = Electronic App
- #C = Correction / Duplicate
- #E = Automatic ISIRs
- #F = Federal Data Requests
- #G = CPS System Generated
- #I = Year To Date
- #K = State Agency Non-resident
- #L = State Agency Resident

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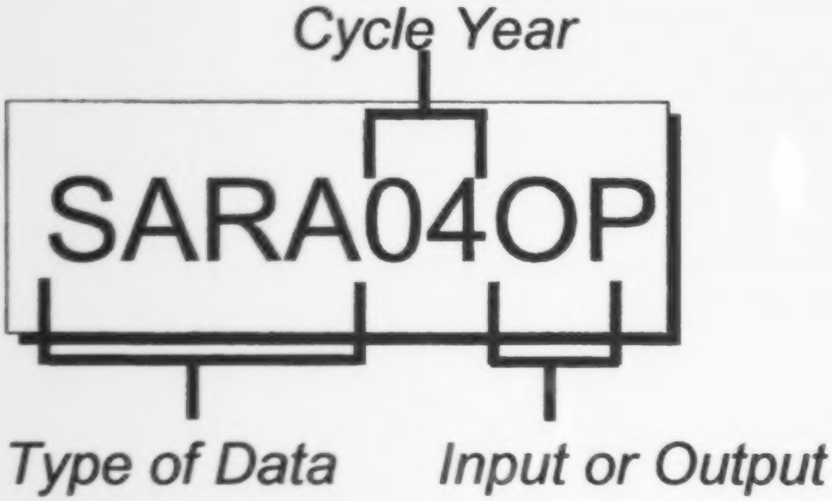

Message Classes

Each type of ISIR is placed in a separate file with a filename that identifies the type of data contained in the file. The filename is known as a message class.

The first four characters of the message class identify the type of data.

For example, SARA indicates that the file contains Automatic ISIRs.

The two numbers refer to the last two characters of the award year cycle. In this example, the award year cycle is 04, for 2003-2004.

The last two characters indicate input or output data. "IN" refers to what is sent in by the user for the CPS to retrieve. "OP" refers to what the CPS has put back on the network for the user to retrieve.

All of the message classes for the 2003-2004 processing cycle are presented on the following page

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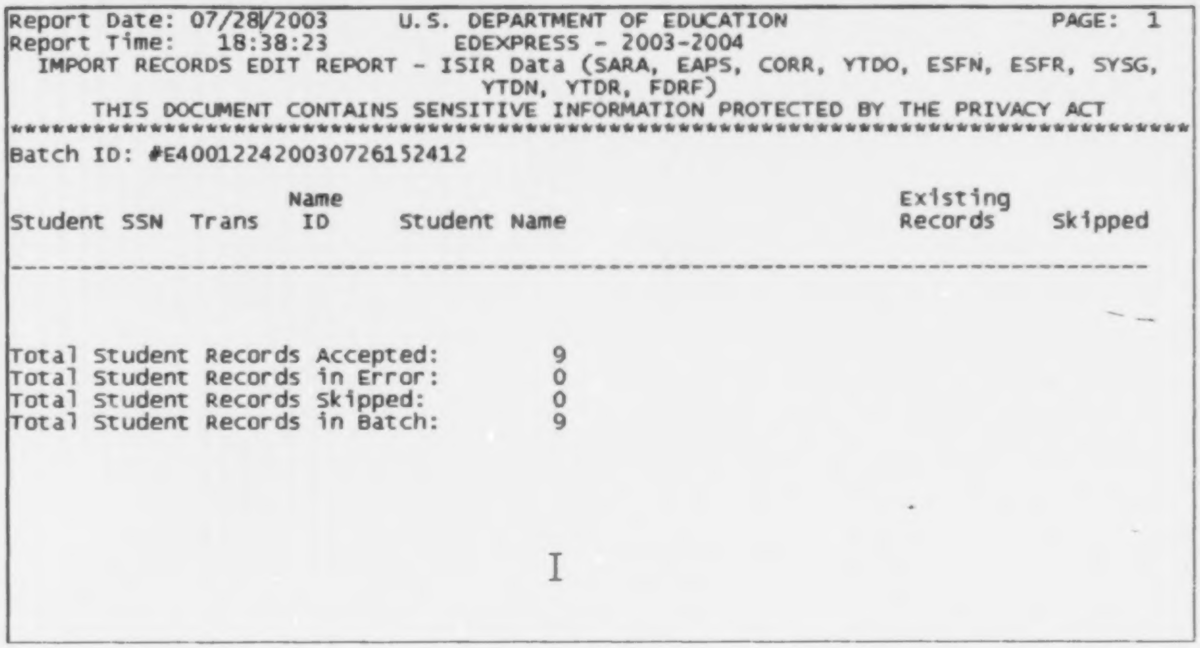
Message Classes

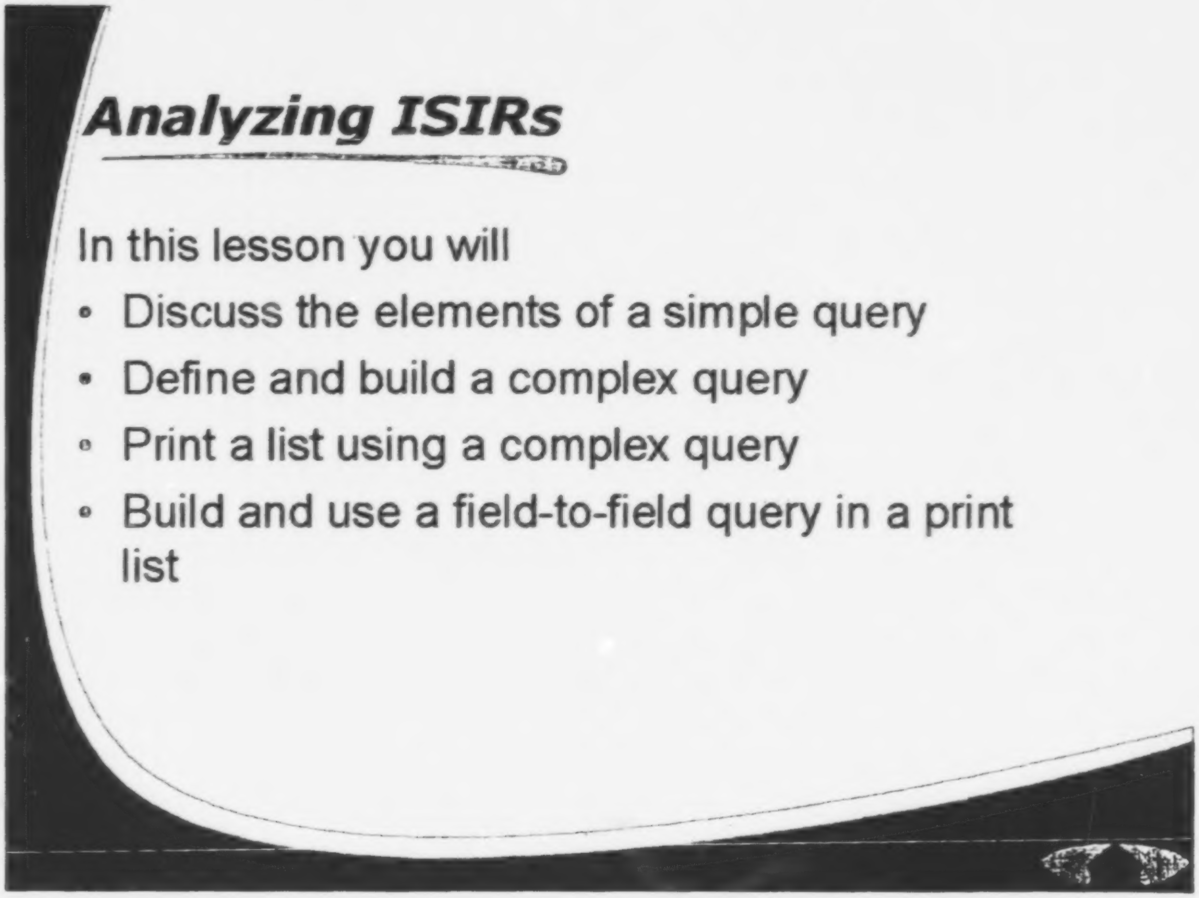
Message Class	Batch ID	Data Description	Data Sent or Received by User
CORR04IN	#C	Electronic Corrections and Duplicates	Sent
CORE04OP	#C	Electronic Correction/Duplicate Errors	Received
CORR04OP	#C	Electronic Correction/Duplicate ISIR	Received
EAPR04OP	#A	Electronic Application Rejects	Received
EAPS04IN	#A	Electronic Applications	Sent
EAPS04OP	#A	Electronic Application ISIRs	Received
ESFN04OP	#K	State Agency Electronic ISIRs, Non Residents	Received
ESFR04OP	#L	State Agency Electronic ISIRs, Residents	Received
FDRE04OP	#F	Rejected FDR Request	Received
FDRF04OP	#F	Processed FDRs	Received
FDRS04IN	#F	FDR Request	Sent
FDRU04OP	#F	Unfulfilled FDRs after 30 days	Received
HOLD04OP	N/A	Signature Hold File	Received
PMESSAGE	N/A	Test Messages	Received
SARA04OP	#E	Electronic Automatic ISIRs	Received
SIGS04IN	#S	Signature Corrections	n/a
SIGA04OP	#S	Signature Correction Acknowledgements and Errors	Received
SYSG04OP	#G	System Generated	Received
YTDO04OP	#G	Year-to-Date ISIRs	Received
YTDN04OP		ISIR Year-to-Date State Agency/Non Resident	Received
YTDR04OP		ISIR Year-to-Date State Resident	Received

Sample Import Edit Report



```
Report Date: 07/28/2003     U.S. DEPARTMENT OF EDUCATION                    PAGE:  1
Report Time:   18:38:23         EDEXPRESS - 2003-2004
  IMPORT RECORDS EDIT REPORT - ISIR Data (SARA, EAPS, CORR, YTDO, ESFN, ESFR, SYSG,
                               YTDN, YTDR, FDRF)
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************************
Batch ID: #E400122420030726152412

                    Name                                           Existing
Student SSN  Trans   ID     Student Name                           Records    Skipped

-----------------------------------------------------------------------------------



Total Student Records Accepted:        9
Total Student Records in Error:        0
Total Student Records Skipped:         0
Total Student Records in Batch:        9
```

Session 6—Analyzing ISIRs



Analyzing ISIRs

In this lesson you will

- Discuss the elements of a simple query
- Define and build a complex query
- Print a list using a complex query
- Build and use a field-to-field query in a print list

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Key Terms

Operator

An operator describes a field or its relationship to a value. This table describes the valid operators used in EDExpress query:

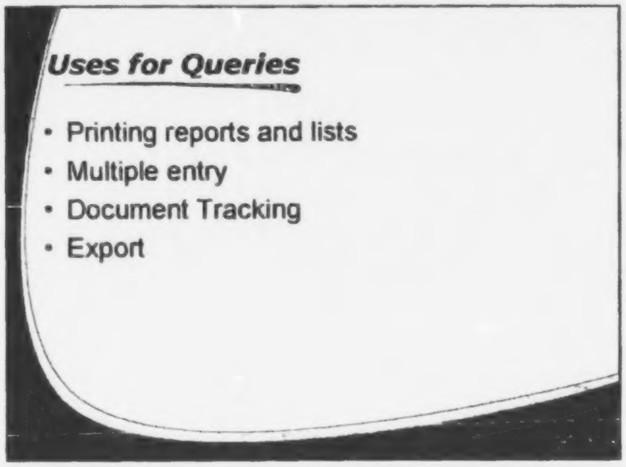
Operator	Description
=	Equal to
< >	Not equal to
<	Less than
>	Greater than
<=	Less than or equal to
>=	Greater than or equal to
LIKE	Like (applies to non-date fields only)
NOT LIKE	Not like (applies to non-date fields only)

Pre-defined Query

The most common selection criteria or filters are included in the initial installation of EDExpress in the form of pre-defined queries.

Selection Criteria

A method of filtering information. Selection criteria allow you to narrow the number of records you want to work with when performing specific tasks, such as printing or entering data on multiple records at a time. You can create queries to use for your selection criteria or use the set of predefined queries included with EDExpress.



Uses for Queries

- Printing reports and lists
- Multiple entry
- Document Tracking
- Export

Why Create a Query?

Use a query any time you want to work with a subset of all the records on your database. For instance, you may want to print a list of loans for students whose MPN or PLUS Promissory Note is ready to print. Or, you might want to create unsubsidized loan records for all dependent students with parent's credit decisions of credit denied.

Queries are used in all modules of EDExpress to perform specific functions, such as printing, multiple entry and exporting. Generally, any time working with a subset of records makes sense, EDExpress provides the option to use a query. Queries are available in any dialog box where you see the "Selection Criteria" button enabled. A list of all of the functions that make use of queries within the Application Processing module is displayed on the following page.

Functions Using Queries in EDExpress Application Processing

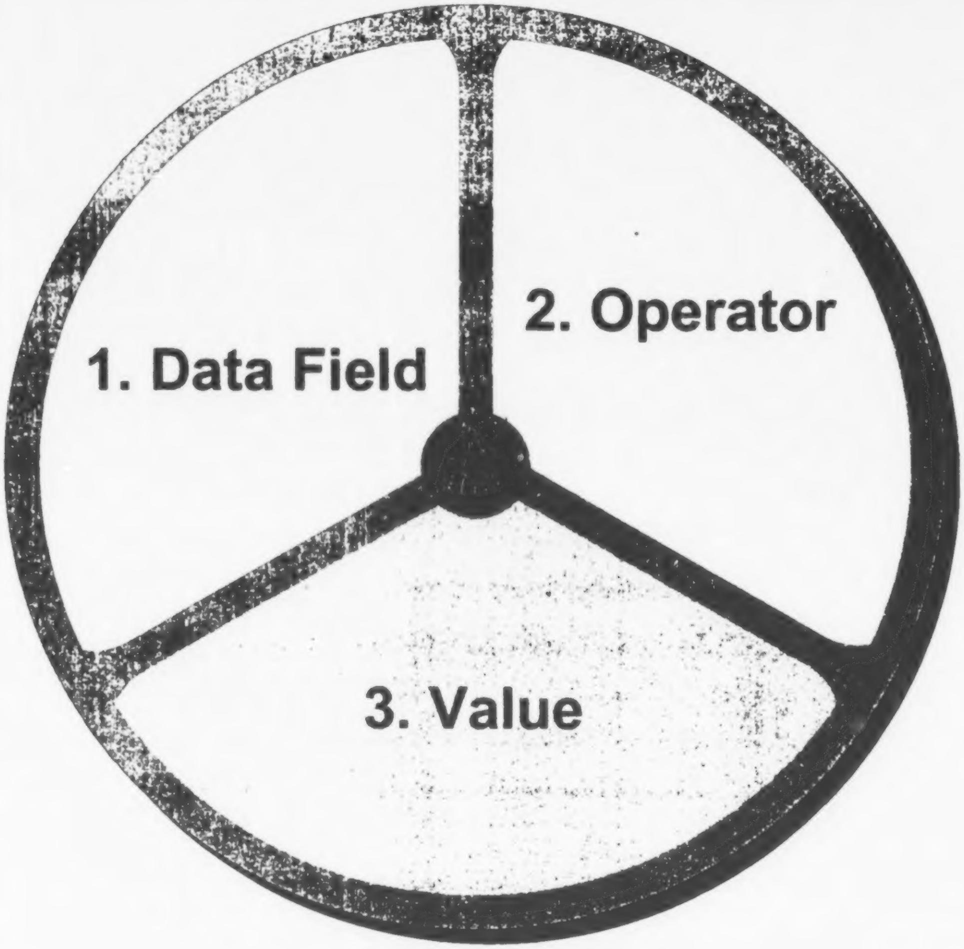
Application Processing and Related Functions

1. Print List- Entered Application Records
2. Print List-Entered Correction Records
3. Print List-Entered Duplicate Requests
4. Print List-Processed ISIRs
5. Print Student Summary
6. Print NSLDS
7. Print FAFSA
8. Print ISIR
9. Document Tracking
10. Multiple Entry
11. Export Applications - Initial
12. Export Corrections
13. Export External ISIR

Instructor Demonstration

In this demonstration, the instructor will build a simple query to select all records with an EFC greater than 3000.

Step	Action
1	Select **Tools/Query** from the menu bar. The Query Dialog box displays.
2	Click the **App Express** tab if it is not already displayed.
3	Select **Add** to build a new query. A blank page displays.
4	Enter the **Title**—something descriptive that readily identifies the query. In this case, enter **EFC GT 3000**.
5	Click the **Field** down arrow to see the list of available fields in App Express. With the cursor, select the desired field. In this case, select **EFC.**
6	Select the appropriate **Operator** by clicking the **down arrow** to see the full list. In this case, select >.
7	Enter the **Value** to be measured against the field you selected. In this case, enter **3000**. (If you want to make this a Parameter Query, you would leave the Value field blank and mark the Prompt at Execution box.)
8	If you need help finding the correct value, click the Value Help button. A list of all possible values displays.
9	Click the **Append** button to add the statement to the query. The following query statement displays: (EFC > 3000)
10	Click **Save**, to save the query. A Record Updates Saved message displays in the lower left-hand corner of the EDExpress status box.
11	Click **OK** again to return to the EDExpress main screen.



Components of a Simple Query Statement

A query statement has three components:

1. Data field
2. Operator
3. Value

The following are simple query statements:

Data Field	Operator	Value
(EFC	>	0)
(DEPENDENCY STATUS	=	"D")

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Data Field

Nearly 750 data fields in EDExpress can be used to build a query. There are more than 270 fields available specifically for App Express.

However, keep in mind that not all data fields are available for all queries. Each module of EDExpress (Global, App Express, Packaging, Direct Loan, and Pell) contains a different set of data fields and performs a different set of functions. You can't mix and match functions you want to perform in one module with queries that select data from fields in another module. For example, you can't print a list of ISIRs (an App Express function) for students who have a loan amount approved greater than zero (a Direct Loan module data field). So, in designing your queries, keep in mind the functions and data fields available.

Identify Query Fields

An easy way to see what fields are available in each module of EDExpress is to use the Browse function. Query Fields is one of the browse features. Listed under Tools in the main menu, this feature allows you to view all the fields available for queries in each module of EDExpress. Query Fields also gives field parameters including valid values for each field. Like all the EDExpress browse functions, Query Fields employs grid functionality. This allows you to view, display, sort, copy/paste, print, or export data quickly.

User-defined Fields

User-defined fields can also be used in a query. These are special fields that you create for your own school's use. Unlike standard EDExpress fields that are module specific, user-defined fields are available in **all** modules for building queries.

Note: *When you build your query, the fields that are available are presented in alphabetical order in a drop-down list.*

Operator

Use an operator to describe the relationship of the data field to a specified value. Valid operators include:

= (equal to)
> (greater than)
>= (greater than or equal to)
< (less than)
<= (less than or equal to)
<> (not equal to)
Like
Not Like

Use the Like operator to find values in a field that match the pattern you specify. Like is used for a character string search. You specify which characters within the field must match the criteria you provide. Whenever you use Origination Reject Codes and Actual Disbursement Reject Codes in a query, you must use the Like operator.

For example:

(LOCAL ADDRESS LIKE "*PINE*")	Records with street addresses that include the characters "PINE"
(LAST NAME—DEMO LIKE "*GE*")	Records with last names that include the characters GE
(COMMENT CODES LIKE "*006*")	Records with codes that include the characters 006

Also, be careful when using the <> (not equal to) operator because it will not recognize NULL values (blanks). For example, the field "LOAN STATUS" has five valid values: N (Not Ready), R (Ready), B (Batched), A (Accepted), and E (Rejected). The following query would count records with a value of N, R, B, or E; records with a missing value in this field would not be considered:

(LOAN STATUS <> "A")

Value

Specifying the value is the third step in building a query.

The value must be valid. Use the Value Help button to obtain the range of valid values for the data field. For certain fields, the Value Help button directs you to the *EDE Technical Reference* for a list of the valid values. Also, you can download the *2003–2004EDE Technical Reference* in Adobe PDF and MS Word format from:

FSAdownload.ed.gov

You have two options when specifying a value for your query:

- **Fixed values**
  - You can provide a value at the time you create the query. This value is a constant; it is automatically used each time the query is run.
- **Parameter values**
  - You can choose a value each time you run a query. Leave the value field blank at the time you create the query and mark the Prompt at Execution box. This type of query is often known as a parameter query.
  - Parameter queries are convenient if you query on the same fields regularly but want to use different values. For example, if you routinely print a list of loan records and you want it to include records within a different SSN range each time you print the list, you can set up a query using the SSN field, an operator, and the Prompt at Execution option. Then, whenever you use the query, EDExpress prompts you to enter the range of SSNs you want to use at that time.

Date Fields

Enter the value for date fields in CCYYMMDD format. For example, 20030615 is June 15, 2003. A special Current Date option is provided for date fields. Mark this checkbox to use the current date. Remember, EDExpress uses your PC's system date for this value.

Null Values

You may want to create a query that identifies a missing value in the specified field. If you need to identify missing values, leave the Value field blank. When you click the Append button to create your query and the value you choose is a text character, "NULL" displays. If the field is numeric, 2000000002 displays.

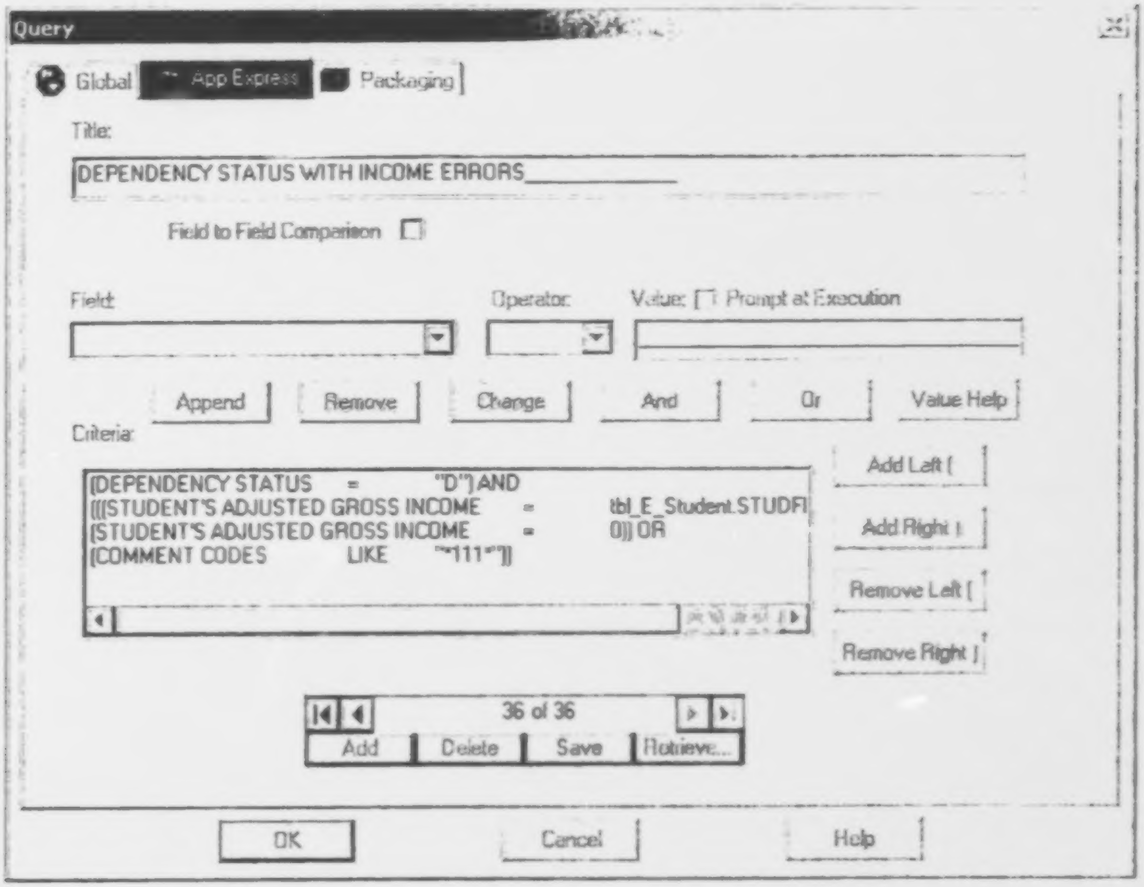
Queries Using Text Fields

When querying for a list of records using a text field, such as Last Name, you must be careful with the values you use. Use the operators > (greater than) and < (less than) and be sure that all the records you want to retrieve are included in the range.

For example, to retrieve a list of records A to L, you must use the query statement LAST NAME < M to be sure that all L records are included. If you use any other statement, you will not retrieve all records from A to L. Here are two more examples:

To retrieve a list of records by last name from:	Use this query statement:
A to F	(LAST NAME < "G")
O to Z	(LAST NAME > "N")

Completed Complex Query



Title: DEPENDENCY STATUS WITH INCOME ERRORS

Field to Field Comparison ☐

Value: ☐ Prompt at Execution

Criteria:

```
(DEPENDENCY STATUS            =            "D") AND
(((STUDENT'S ADJUSTED GROSS INCOME    =        tbl_E_Student.STUDFI
(STUDENT'S ADJUSTED GROSS INCOME     =        0)) OR
(COMMENT CODES           LIKE       "*111*"))
```

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Query
Global
App Express
Packaging
Field:
Operator:
Append
Remove
Change
And
Or
Value Help
Add Left (
Add Right)
Remove Left (
Remove Right)
Add
Delete
Save
Retrieve...
OK
Cancel
Help

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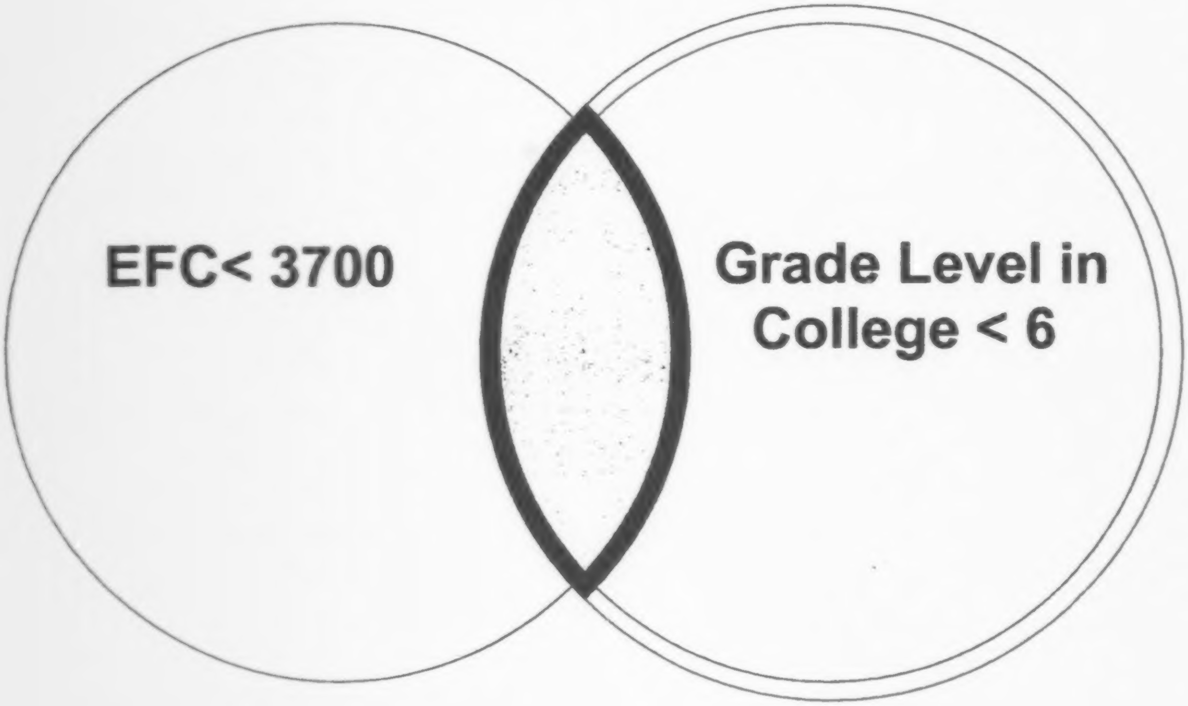


What Is a Complex Query?

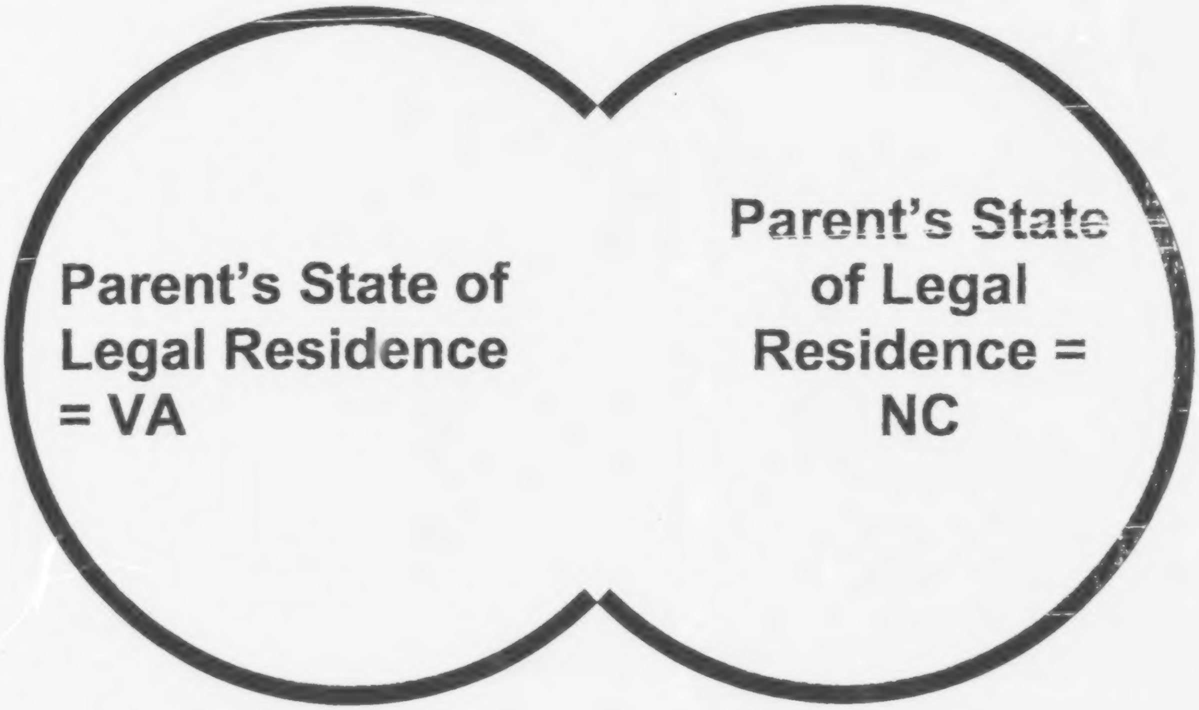
A complex query is formed by linking two or more query statements together using an AND or an OR connector. Complex queries provide you with a powerful tool for working with your EDExpress database.

AND

Both segments of the query connected by AND must be true for a record to be selected.

Think of two overlapping circles, each circle representing the records selected by a query statement. When an AND connector is used, the query selects only those records that represent the overlap of the two circles. For example, the following query would only select undergraduate students with an EFC less than 3700.

(EFC < 3700) AND (GRADE LEVEL IN COLLEGE < 6)


Parent's State of Legal Residence = VA
Parent's State of Legal Residence = NC

OR

Only one of the segments connected by OR must be true for a record to be selected.

Think again of two overlapping circles, each circle representing the records selected by a query statement. When an OR connector is used, the query selects all of the records represented by the two circles, not just records represented by the overlap of the circles. For example, the following query would select all loan records for students whose parents live in either Virginia or North Carolina.

(PARENT'S STATE OF LEGAL RESIDENCE = VA) OR (PARENT'S STATE OF LEGAL RESIDENCE = NC)

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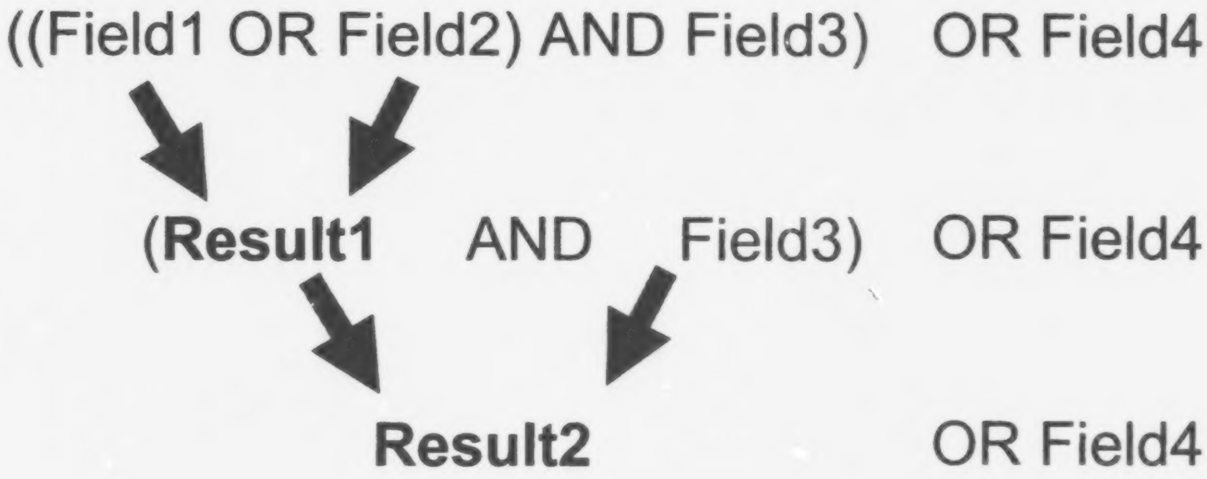
((Field1 OR Field2) AND Field3) OR Field4
(Result1 AND Field3) OR Field4
Result2 OR Field4

Order of Precedence

You can use OR and AND connectors in the same query. Be sure to keep in mind the order of precedence. Queries are processed from left to right; however, AND is applied first, even if it appears after OR in the query statement.

Using Parentheses

Use parentheses to further define the order of precedence. Additional parentheses create an expression by connecting two or more fields. You can use the expression in a query statement as you would use a field.

Expressions enclosed in parentheses are processed before AND and OR. In the case of nested expressions, innermost parentheses are processed first. Consider this example:

((Field1 OR Field2) AND Field3) OR Field4

The expression (Field1 OR Field2) is processed first, because it is the innermost expression. Then, that result (Result1) is processed in the expression with Field3. Finally, the query processes all records that contain the value for Result2 or Field4.

Study the examples on the following page that further illustrate how parentheses are processed.

Using Parentheses in Queries

Example #1: (Field1 AND Field2 OR Field3) AND (Field4 AND Field5)

In this example, the AND portion of the expression on the left is processed first:

(**Result1** OR Field3) AND (Field4 AND Field5)

The parenthetical expression on the right is processed next, because AND takes precedence over OR.

(**Result1** OR Field 3) AND **Result2**

The OR statement is processed next, because it is contained in the parentheses:

Result3 AND **Result2**

The query selects all records that contain the values of both **Result3** and **Result2**.

In this example, according to the rules for queries, the expression (Field1 AND Field2 OR Field3) is the same as ((Field1 AND Field2) OR Field3), because AND takes precedence over OR.

Example #2: (Field1 AND Field2) AND ((Field4 OR Field5) AND (Field6 AND Field7)) OR Field8

In this example, the expression (Field6 AND Field7) is processed first, because it is an innermost expression and it contains AND, which takes precedence over OR:

(Field1 AND Field2) AND ((Field4 OR Field5) AND **Result1**) OR Field8

Now the next innermost expression—(Field4 OR Field5)—is processed:

(Field1 AND Field2) AND (**Result2** AND **Result1**) OR Field8

Two similar parenthetical expressions remain, so they are processed next, from left to right:

Result3 AND **Result4** OR Field8

Finally, AND takes precedence over OR, so the AND portion is processed next:

Result5 OR Field8

The query selects all records that contain the values of either **Result5** or Field8.

Field to Field Query

The field to field feature in query allows you to compare numeric fields within one record. For example, if a student has two ISIR transactions, a field to field query in App Express compares the numeric fields in the 01 transaction only with the other numeric fields in the 01, not with the numeric fields in the 02.

This option is not available if you marked Prompt at Execution or Current Date.

Field to Field Query Examples

As an example of how to use this function, you can query on taxes paid as a percentage of AGI. The statement would look something like this:

PARENTS' U.S. INCOME TAX > PARENTS' ADJUSTED GROSS INCOME * .10 (or other decimal for the percentage you choose)

More examples:

FATHER'S INCOME > PARENTS' ADJUSTED GROSS INCOME

MOTHER'S INCOME > PARENTS' ADJUSTED GROSS INCOME

STUDENT'S INCOME > STUDENT'S ADJUSTED GROSS INCOME

STUDENT'S U.S. INCOME TAX PAID > STUDENT'S ADJUSTED GROSS INCOME * 0.22 (or other percentage you choose)

WORKSHEET A > STUDENT'S ADJUSTED GROSS INCOME * 0.07 (or other percentage you choose)

WORKSHEET B > STUDENT'S ADJUSTED GROSS INCOME * 0.11 (or other percentage you choose)

WORKSHEET C > STUDENT'S ADJUSTED GROSS INCOME

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Instructor Demonstration

In this demonstration, the instructor will create a complex query based on a pre-defined query. The steps for each menu option are provided below.

Create a Complex Query

You want to identify dependent students who may have mistakenly recorded their income and taxes paid on the FAFSA or their parents having made a similar mistake with their income. To do this you will create a complex query using parenthesis, OR statements and an operator of Like.

Step	Action
1	Select **Tools/Query** from the menu bar. The Query Dialog box is displayed.
2	Click the **App Express** tab.
3	Select **Retrieve** to locate an existing query.
4	Locate and select **Dependency Status** and click **OK**.
5	Add to the **Title**—something descriptive that readily identifies the query. In this case, enter **Dependency Status with Income Errors.**
	Modify an existing query with a new value
6	Click on the statement in the Criteria box.
7	Deselect the **Prompt at Execution** checkbox and click the **Value** field.
8	Type the value **D** and click **Change**.
	Field to Field Comparison Statement ***Comparison of Student's AGI to U.S. Income Tax Paid***
9	Click the **Field to Field Comparison** checkbox.
10	Click the **Field** down arrow to see the list of available fields in App Express. With the cursor, select **Student's Adjusted Gross Income**.
11	Click the **Field to Compare To** down arrow and select **Student's U.S. Income Tax Paid**.
12	Click **Add** to enter the field in the Value field.

Step	Action
13	Select the appropriate **Operator** by clicking the **down arrow** to see the full list. In this case, select **=.**
14	Click the **Append** button to add the statement to the query.
15	Click the **OR** button.
16	Click off the Field to Field comparison box.
	Simple Statements with OR connector ***Selecting records where either the Student's AGI = 0 OR Comment Code 111 is present.***
17	Click the **Field** down arrow to see the list of available fields in App Express. With the cursor, select **Student's Adjusted Gross Income**.
18	Select the appropriate **Operator** by clicking the **down arrow** to see the full list. In this case, select **=.**
19	Select the **Value** field and enter **0**.
20	Click the **Append** button to add the statement to the query.
21	Click the **OR** button.
22	Select the Field value **Comment Codes** and set the **Operator** to **Like**.
23	Select the **Value** field and enter **111**.
24	Click the **Append** button to add the statement to the query.
	Use of Parentheses ***Grouping the OR statements then the field to field statement***
25	Click on the second line of the query, then click the **Add Left** button: Add Left (**two** times.
26	Click on the third line of the query, then click the **Add Right** button: Add Right)

Step	Action
27	Click on the fourth line of the query, then click the **Add Right** button:
28	Click the **Save** button.
29	Click **OK.**

Activity 1: Create a Complex Query

You have an assigned student aid case load with an alphabet range of M-Z. For your group of students you need to identify students who may have mistakenly answered that they have completed their Bachelor's degree, but are in fact undergraduates. You will need to use a pre-defined query to create a complex query. To aid in your search your school has created a user field to track the student's current grade level as reported by the records office. Comment code 159 identifies students that reported having a bachelor's degree.

Comment code 159:

You MAY not be eligible to receive a Federal Pell Grant because you reported that you have a bachelor's degree or you are working on a degree beyond a bachelor's degree, or both. Your Financial Aid Administrator will determine what types of federal student aid you are eligible to receive.

Instructions

Retrieve the **Last Name Range** query and modify to include the comment code **159** and a grade level of less than **6** (user defined field: CURRENT GRADE LEVEL).

- Note that the last name range is a parameter query. You will need to change the parameter to a value range of M-Z.
- When you are looking for a value in the comment code field, use the operator LIKE to locate the value in the string of values.

Activity 2: Print a List with a Query

Now you are ready to use the complex query that you created in Activity 1. You need to print a list of the records to see who the students are. After reviewing the list you want to notify those students of the potential problem with their application.

Instructions

1. Print a list of processed ISIRs using your query as the selection criteria. If you left the last name range as a parameter you will need to supply the values now. Remember to print to the screen.
2. Write down the names or IDs of the students on the list.

___

___

___

3. In order to notify the students of the potential problem, you will first need to create a document. You want to automatically add this document to records that meet the criteria in the query, so make sure that you select Automatic Request and your query as the criteria.
4. Add the documents to the records using the **Add Documents** function.
5. Open one of the records to view the results.
6. Given the description field is limited, how might you provide enough information to your students using the document tracking letter?

Activity 3: Create a Field-to-Field Query

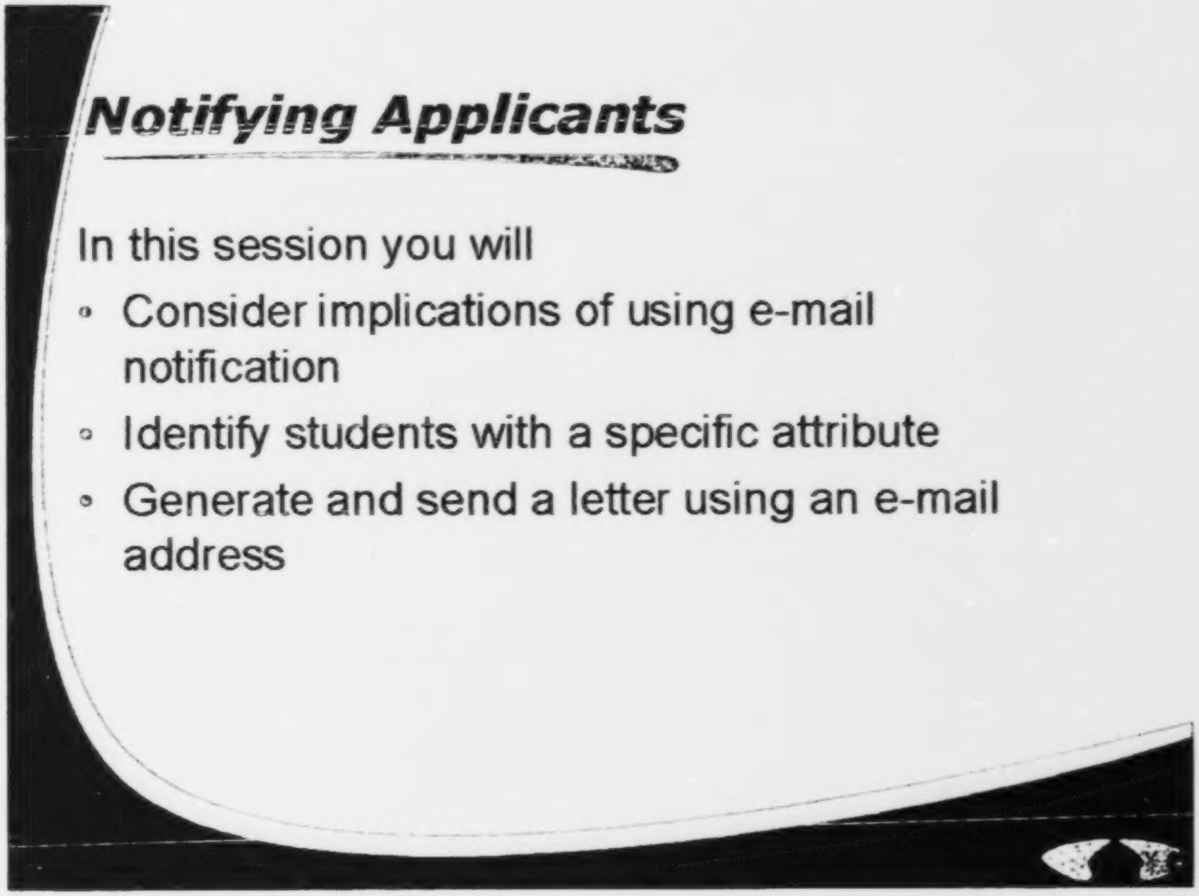
Some parents of student applicants may incorrectly complete the adjusted gross income and taxes paid fields on the FAFSA. Your job is to identify some of those possible incorrect entries through the use of a field-to-field query. Use the step guide provided in the instructor demo as an aid to creating your query.

Instructions

1. Create a new query that includes two comparisons. The first compares the parent's adjusted gross income to a value of 0. The second identifies records where the parent's taxes paid is equal to the adjusted gross income. Since you want to identify records with either condition, use an OR connector for your statements.
2. Print a list of processed ISIRs using your query as the selection criteria. Remember to print to the screen.
3. Write down the names or IDs of the students.

4. Open some of the records to review.
5. When you look at the parent's income data on the ISIR tab, what do you notice about the fact that the AGI is 0 or that AGI = taxes paid? What other criteria might you have used to better identify your population?

Session 7—Notifying Applicants



Notifying Applicants

In this session you will

- Consider implications of using e-mail notification
- Identify students with a specific attribute
- Generate and send a letter using an e-mail address

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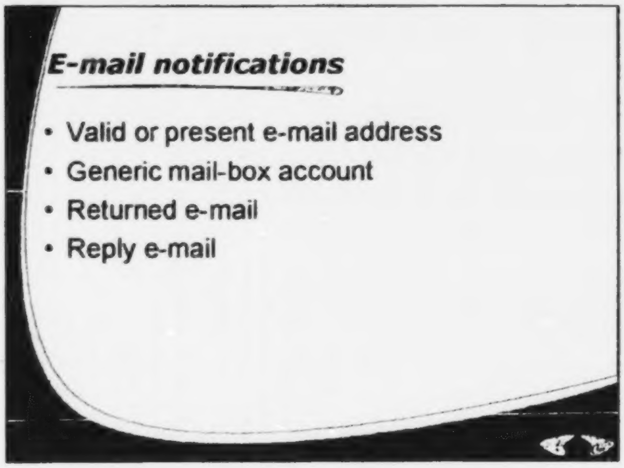
Resources

2003-04 ISIR Guide – Appendix A: Table of Reject Codes and How to Respond to Each



E-mail notifications

- Valid or present e-mail address
- Generic mail-box account
- Returned e-mail
- Reply e-mail

Notification Methods: Paper vs. E-mail

Using EDExpress you can create and generate letters to students for various reasons. Options for sending letters include document tracking, user-defined letters or award letters. In the past, you had two options for printing the letters: hard copy and print to file. Now you have the ability to send a letter to a student's e-mail address: Use of e-mail instead of paper will probably cause you to reevaluate your process for notifying students. There are several questions you need to answer before jumping into the electronic notification world. Some of these with possible solutions are provided below.

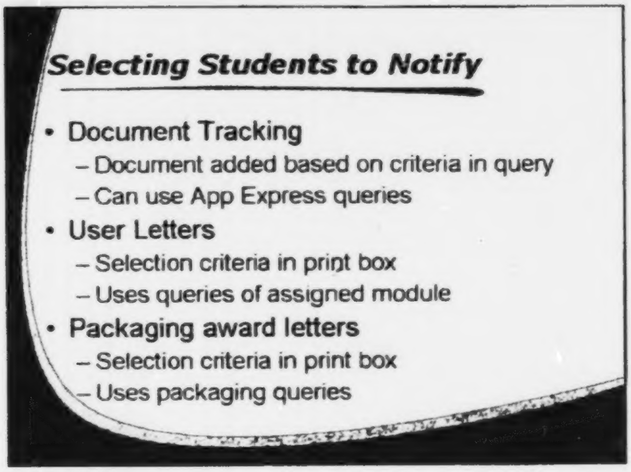
1. Do I have valid e-mail addresses for my students stored in EDExpress? The student may not have completed the field on the FAFSA. To identify records that do not have e-mail addresses.

   Create a query and print the File Folder Label list to determine if email addresses are present.

   (E-MAIL ADDRESS = NULL)

2. Do I want the e-mail to come from my personal e-mail address? You will probably want to set up a generic mailbox account to send e-mail from.
3. What if the student's address is not correct or active? You will invariably receive returned mail from some students. Treat this situation the same as you would with regular mail. Add a procedure to send notification in an alternative way.
4. What if a student sends a reply? If you have established a generic mailbox for e-mail notification, you will need to include information in your electronic letter for how you want students to respond: electronic, phone, or paper.

Note: *The student's e-mail address populates the EDExpress database on ISIR import in two places. You can view the field on the Demo tab and the SAR/ISIR tab screen 3. If you correct the field on the ISIR, the Demo tab field will be updated when you import the subsequent ISIR transaction if you select the update Demo option on import.*



Selecting Students to Notify

- Document Tracking
  - Document added based on criteria in query
  - Can use App Express queries
- User Letters
  - Selection criteria in print box
  - Uses queries of assigned module
- Packaging award letters
  - Selection criteria in print box
  - Uses packaging queries

Selecting Students to Notify

There are three types of notification letters that you may send using the e-mail option: document tracking letters, user letters and packaging award letters. For each of these you have the option of using selection criteria in the print dialog box to identify records to print for.

Document Tracking

Document tracking provides two levels of selection for identifying records. When you set up each document code, you can use the Automatic Request feature to designate automatic assignment of a document to a student's record based on the criteria or query you select. App Express queries are available for use here, so you can select any field that appears on the ISIR record as part of the query.

The second selection option is provided in the print dialog box when you print the document tracking letter. The selection criteria offered are from the global module.

User Letters

A User Letter is assigned to a specific module when it is created. When you print a User Letter, you can use a query from the module the letter is assigned to. For example, if you create a letter that is assigned to the Apps module, the list of Apps module queries will display when you use Selection Criteria in printing the letter.

If you find that you cannot use a query because it is assigned to a module other than the one with which you are working, one solution is to export a file SSNs to use for that function. The steps below provide an example of using an export file format of SSNs. This process will be covered in Session 11.

1. Create a file format including only the current SSN field.

Step	Action
1	Select **Tools, File Format** from the menu bar.
2	Click **App Express**.
3	Type a two-character format code for the file you are creating (the code must be unique) **01**.
4	Type a description of the format you are creating, **SSN**.
5	Click the checkbox in the Select column on the field you want to be included in the records you export. Or in the Select column click the row of the field you want to be included, and click the Select button. Click Select All if you want to include all fields in the export files. Select the field **Student ID**.
6	Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing.
7	Click **Save** to save the format.
8	Click **OK** to close the File Formats window.

2. Create a query to select the records you want to send a letter, such as all records with reject code 1. (REJECT REASON CODES LIKE “*1 *”)
3. Export a file of SSNs using your file format and the query as selection criteria.
4. Create a user letter for notifying students how to resolve their reject.
5. Print the user letter, supplying the file of SSNs created with the above export.

Note: *The letter is sent as an html attachment to an e-mail.*

Instructor Demonstration

In this demonstration, the instructor will use the print function to generate a document tracking letter to an e-mail address for single and multiple students.

Scenario

You have identified certain reject codes that you want to track through the use of documents requested in document tracking. In this case, two documents have been added to notify students about missing asset information as identified by reject code 1.

Reject Code	Reject Reason	Action	Comment Code
1	Simplified needs test is not met and all asset data are blank.	If the student is dependent, provide the following: Parents' Cash, Savings, and Checking; Parents' Real estate/Investment Net Worth and Parents' Business/Investment Farm Net Worth. If the student is independent, provide the following: Student's Cash, Savings and Checking; Student's Real Estate/Investment Net Worth and Student's Business/Investment Farm Net Worth.	150, 151

The documents were added automatically to records with the reject code through the Add Documents process. These records will be selected through the normal printing of document tracking letters process.

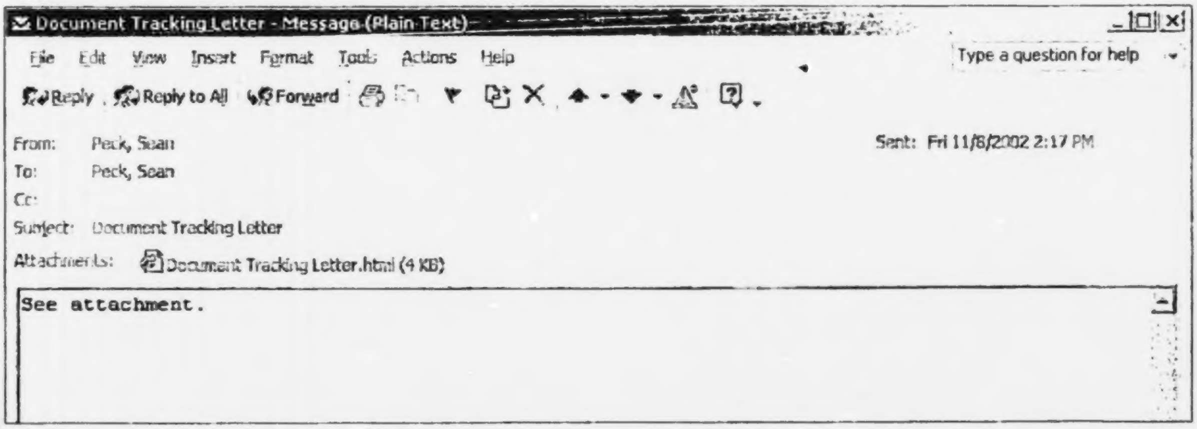
Note: *If you follow a set processing cycle activities after new ISIRs are added to the database, you may want to select document tracking letters based on the document add date.*

Printing a Letter to an E-mail Address

Step	Action
1	Select **File, Print** from the menu bar.
2	Click the tab of the module you want to use (Global for Document Tracking letters).
3	Click the down arrow in the **Report** box to choose the type of letter you want to send (Document Tracking Letter).
4	Click the **Multiple** button to the right of the Report box.
5	Click **E-Mail** for the output destination.
6	(optional) Click the **File** button in the **SSN File** box to locate an SSN file you have created. (May be useful for User letters when selecting based on queries not available in App Express)
7	(optional) Click the **Selection Criteria** button if you want to use a query to narrow the number of records you want to work with. For Document Tracking this will display global queries.
8	Enter additional information or choose additional options if EDExpress prompts you for them.
9	Click **OK** to send the letter to all students you selected who provided a valid e-mail address.

Receipt of E-mail Notification

This is an example of what the e-mail will look like to the recipient. Note that the document tracking letter text is provided in an attachment. The text of the e-mail simply indicates that the recipient should read the attachment.



From: Peck, Sean

To: Peck, Sean

Cc:

Subject: Document Tracking Letter

Attachments: Document Tracking Letter.html (4 KB)

Sent: Fri 11/8/2002 2:17 PM

See attachment.

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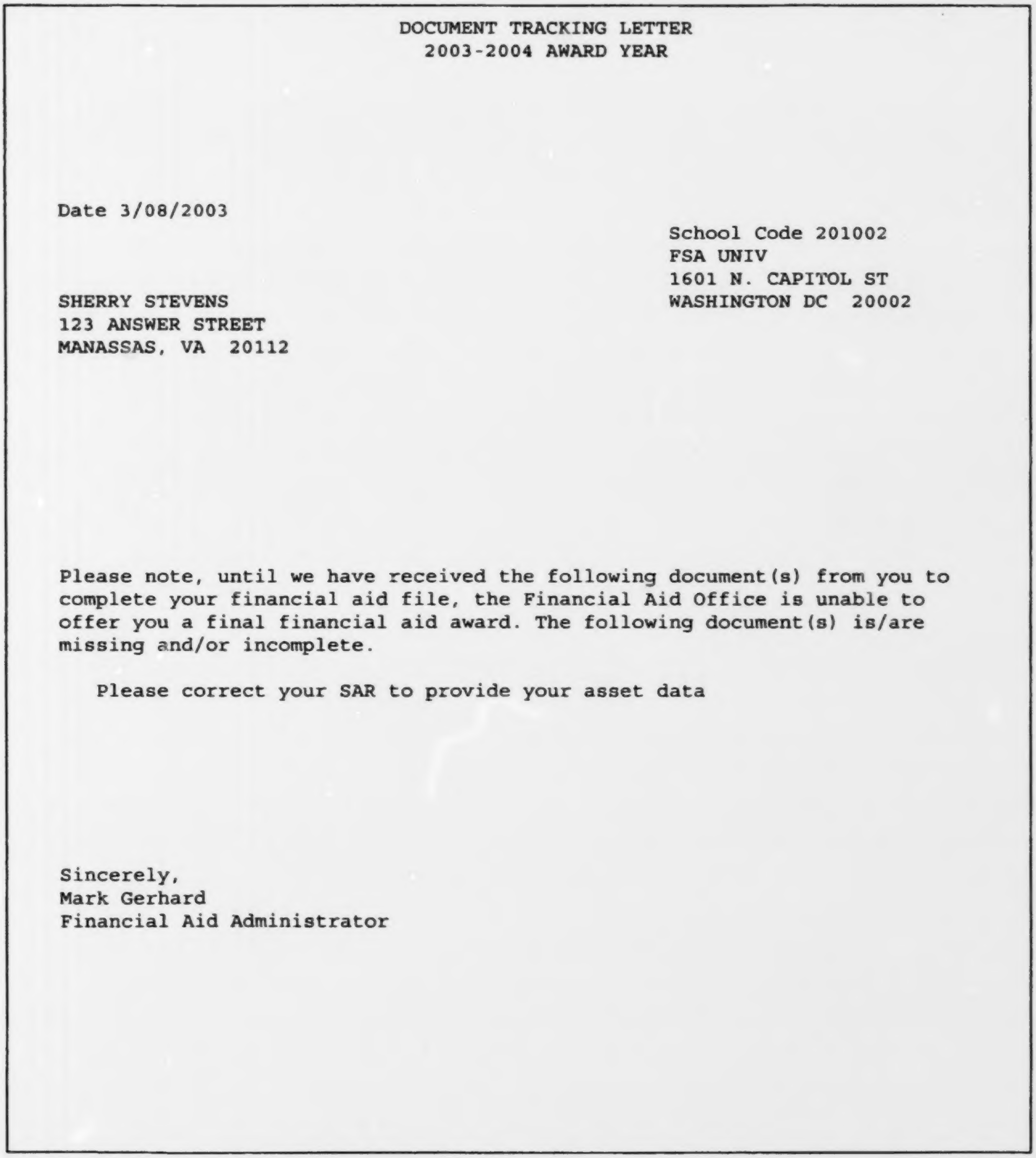
Sample Document Tracking E-mail Letter

The attachment prints exactly like the document tracking letter you would send to the printer from EDExpress.



DOCUMENT TRACKING LETTER
2003-2004 AWARD YEAR

Date 3/08/2003

School Code 201002
FSA UNIV
1601 N. CAPITOL ST
WASHINGTON DC 20002

SHERRY STEVENS
123 ANSWER STREET
MANASSAS, VA 20112

Please note, until we have received the following document(s) from you to complete your financial aid file, the Financial Aid Office is unable to offer you a final financial aid award. The following document(s) is/are missing and/or incomplete.

Please correct your SAR to provide your asset data

Sincerely,
Mark Gerhard
Financial Aid Administrator

Tip: Consider how often you want to send the e-mail notifications. Define this and other options in Global System Setup.

Number of days to reprint Document Tracking letters?

When printing multiple tracking letters for a student, the date of printing is stored on the student's record on the Docs tab. The next time you print document tracking letters, EDExpress checks to see if the number of days specified in this field has elapsed and if documents are still missing. If the set number of days has elapsed and documents are still missing, EDExpress automatically prints another letter. This field is updated only when you print directly to a printer.

Type the number of days to elapse before EDExpress automatically prints another letter.

Number of Times to Reprint Doc. Tracking Letters?

EDExpress counts the number of times you print document tracking letters for each student. The count appears on the Docs tab in each student's record. This field is updated when you print to a printer or a file.

Use this option to set the maximum number of letters you want to send to a student. Valid values are 00-99. The default value is 00.

To set no maximum, type 00.

Number of Copies of Doc. Tracking Letters?

Type the number of letter copies you want EDExpress to print for each student each time you print document tracking letters.

Valid values are 00-99. The default value is 00.

Activity: Generate E-mail Notifications

You have been assigned to generate e-mail notifications for document tracking letters. Before you actually send the notifications, you need to review what students will be sent the letters.

Instructions

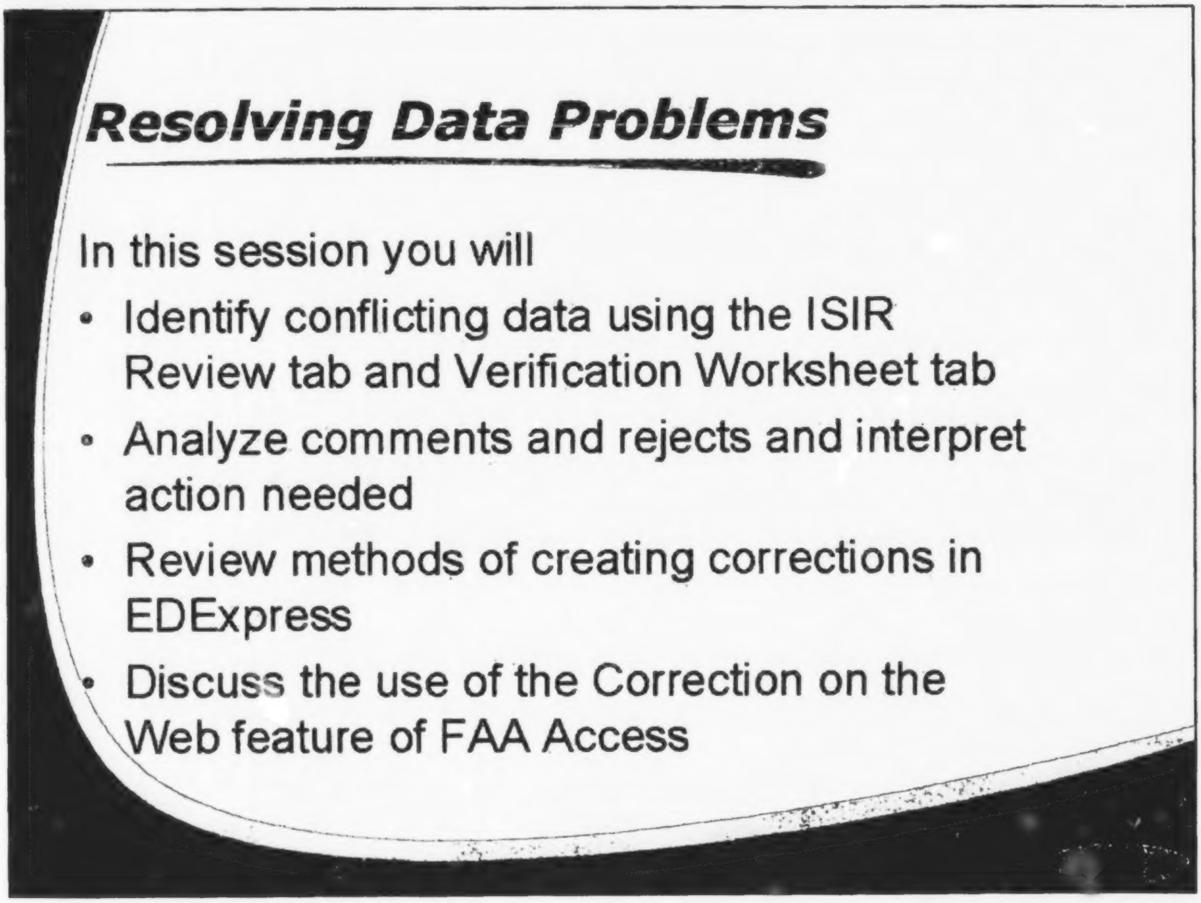
1. Print the Document Tracking by Document Code list using the codes REJECTD and REJECTP.
2. Write down one of the student's names from the list.

   ____

3. Print the document tracking letter using E-mail as the destination. **DO NOT SELECT OK!**

Step	Action
1	Select **File, Print** from the menu bar.
2	Click the **Global** tab.
3	Click the down arrow in the **Report** box to choose **Document Tracking Letter**.
4	Click the **Single** button to the right of the Report box.
5	Click **E-Mail** for the output destination.
6	Type the **SSN** for the student you selected in the **Enter SSN:** field.
7	**Do not click OK** to send the letter to all students you selected who provided a valid e-mail address.

Session 8—Resolving Data Problems



Resolving Data Problems

In this session you will

- Identify conflicting data using the ISIR Review tab and Verification Worksheet tab
- Analyze comments and rejects and interpret action needed
- Review methods of creating corrections in EDExpress
- Discuss the use of the Correction on the Web feature of FAA Access

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Key Terms

Compute

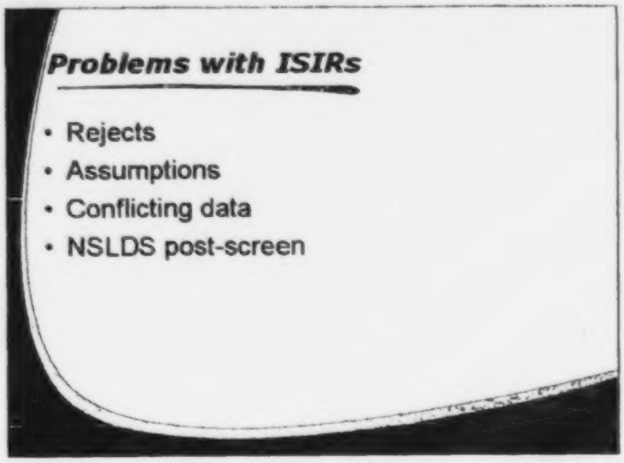
The process CPS employs to calculate a student's aid eligibility. During the compute process, the CPS uses the need-analysis formula specified in Title IV of the Higher Education Act as amended to calculate each applicant's Expected Family Contribution (EFC). The CPS applies a series of "compute edits" to the application information to check for inconsistencies, contradictions, and missing information. The CPS also matches student records with other databases to check eligibility.

Post-screen

To find cases where a student's eligibility status has changed, NSLDS will periodically scan its database. When an eligibility issue is encountered, NSLDS will forward the data to CPS, which in turn sends a system generated ISIR to the school. In most cases the postscreening ISIR will be sent to schools within one week.

🕮 Resources

2003-04 ISIR Guide – Appendix A: Table of Reject Codes and How to Respond to Each



Problems with ISIRs

- Rejects
- Assumptions
- Conflicting data
- NSLDS post-screen

Problems with ISIRs

The first step in the correction process is to identify the type of problem that exists. This may be identified for you by CPS with rejects or assumptions based on what the applicant did or did not provide, or it may be based on conflicting data identified by you in the verification process. In either case you can use EDExpress and/or FAA Access to identify and resolve the problem with a correction.

Rejects and Assumptions

During the edit process, CPS applies logic in comparing two or more pieces of information provided by the student. CPS highlights information that is conflicting, missing, or contradictory. Items that are questioned are highlighted on the SAR.

In certain instances the application is rejected because of a conflict—for example, the student answered that he or she is not married but provides financial information for a spouse. CPS will reject this application (Reject 11) and print the questioned items in boldface type on the SAR. CPS will not calculate an EFC, because key financial information is conflicting.

In other situations, CPS makes an "assumption" and does not reject the student's record. For example, a student reports that he or she is married and provides spouse's income, but reports only one person in the household. In this case, CPS assumes there are two persons in the household, highlights both questions and responses on the SAR, and calculates an EFC if the record is not rejected for other reasons. Both the reported and the assumed values are printed, with the word "ASSUMED" in parentheses next to the assumed response that was used in the EFC calculation.

Conflicting Data

Conflicting data is usually determined when an applicant provides some documentation to support information in their application, such as a tax return or Social Security card. You can use EDExpress to record many of these data items to compare against the ISIR.

NSLDS Postscreening

To find cases where a student's eligibility status has changed, NSLDS will periodically scan its database. When an eligibility issue is encountered, NSLDS will forward the data to CPS, which in turn sends a system generated ISIR to the school.

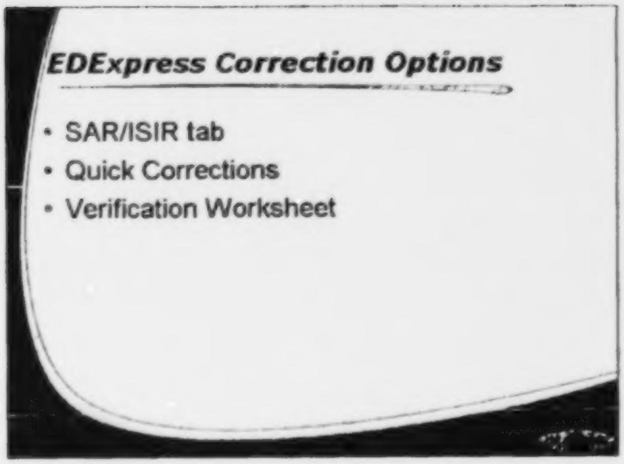
For 2003–2004, the list of postscreening codes has expanded and will now list up to three postscreening codes, which helps schools identify any student whose eligibility for federal student aid may have changed subsequent to the last time a SAR/ISIR transaction was produced. In most cases the postscreening ISIR will be sent to schools within one week.

Note: *Postscreening Reason Codes now includes three new reasons:*

11 = No longer exceeds subsidized loan limit

12 = No longer exceeds combined loan limit

13 = Change in discharge status



EDExpress Correction Options

- SAR/ISIR tab
- Quick Corrections
- Verification Worksheet

EDExpress Correction Options

There are three methods to view and correct ISIR data in EDExpress: SAR/ISIR tab, Quick Correction and Verification Worksheet. If you have imported ISIRs received from CPS into EDExpress, you can use those records to create corrections. When a change or correction is made to a field in any of these methods, the background color of the field is highlighted and the new value is displayed. Each of these methods has merits for handling the correction process. Which one you choose depends on the type of data you are correcting or entering into EDExpress.

ISIR Review Tab

If you have more than one transaction for a student, you may decide to use the ISIR Review tab to compare one transaction to another. All of the fields are displayed in a columnar format with a flag to identify any difference in field value from one transaction to another.

SAR/ISIR Tab

Using an ISIR record, you can view comments and reject messages associated with the data, as well as calculate an estimated EFC based on your data changes.

Quick Correction

You can also correct an ISIR transaction from the Quick Correction function on the Process menu. In this case you do not need to have an ISIR record in your database. All you need are the student's SSN, first 2 characters of the last name, and the transaction number. Enter the values you want to change on the appropriate line. You do not have to enter data on every line, rather on only those you wish to correct. As with any type of correction, you are correcting a specific transaction. If your school code is not on the transaction you are correcting, you can add your school with the DRN.

Note: *Remember, students are not obligated to provide Financial Aid offices with copies of their SAR.*

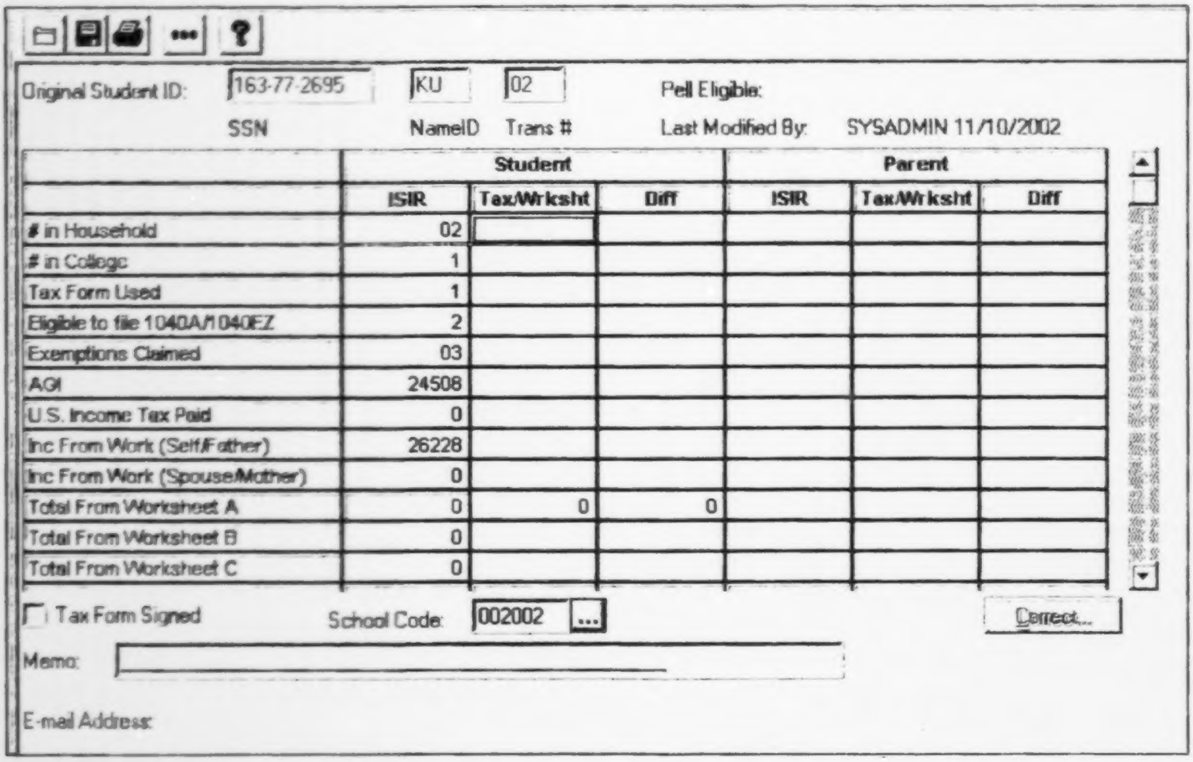
Verification Worksheet Tab

The Verification Worksheet is used to compare ISIR data to data on verification documents such as federal tax returns or Verification Worksheets. To use the Verification Worksheet Tab, select an ISIR by clicking the ellipsis (…) button on the icon bar, or select Record, Retrieve from the main menu. A grid showing the available ISIRs displays.

Update changes to the data in the Tax/Worksheet column. The system displays the differences between the ISIR column and the Tax Worksheet column on the Diff column.

If the difference in the column is nonblank, click the Correct button to create a correction record.

☺ **Tip:** Changes made on the Verification Worksheet tab are also displayed on the SAR/ISIR tab.



Original Student ID: 163-77-2695 KU 02 Pell Eligible:

SSN NameID Trans # Last Modified By: SYSADMIN 11/10/2002

	Student			Parent		
	ISIR	Tax/Wrksht	Diff	ISIR	Tax/Wrksht	Diff
# in Household	02					
# in College	1					
Tax Form Used	1					
Eligible to file 1040A/1040EZ	2					
Exemptions Claimed	03					
AGI	24508					
U.S. Income Tax Paid	0					
Inc From Work (Self/Father)	26228					
Inc From Work (Spouse/Mother)	0					
Total From Worksheet A	0	0	0			
Total From Worksheet B	0					
Total From Worksheet C	0					

☐ Tax Form Signed School Code: 002002

Memo:

E-mail Address:

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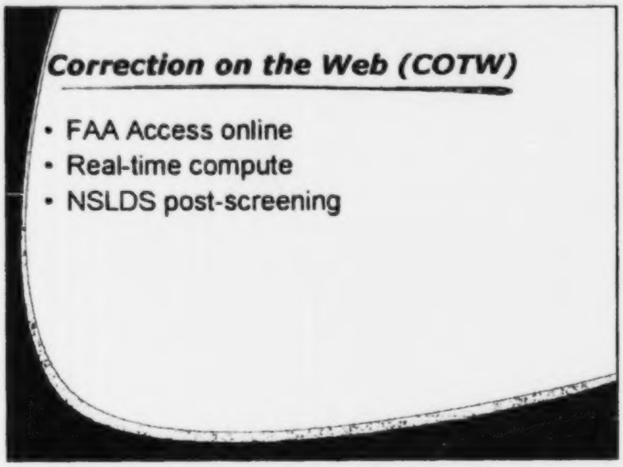


Correction on the Web (COTW)

- FAA Access online
- Real-time compute
- NSLDS post-screening

Correction on the Web

Schools can also use FAA Access to the CPS Online to submit any updates, corrections and/or adjustments. There have been some important changes made to FAA Access to the CPS Online for the 2003-2004 academic year:

- Screens are reformatted for easier use
- Processing occurs in "real time"
- Official EFC will be provided instantaneously
- Because processing occurs in "real time" there is no match with NSLDS, however a post-screening match occurs within 1 week (NSLDS Database Match Flag = 5)
- Codes will appear next to changed fields
  - # = field changed on current transaction
  - @ = field changed on earlier transaction
- The ISIR will go out in the daily batch transmission
- Edits and overrides are enabled

Tip: Access corrections on the web from either the Inquiry view or the Application/Correction Entry view.

Comparison of Correction Views

	EDExpress				FAA Access
	ISIR Review tab	SAR/ISIR tab	Verification Worksheet tab	Quick Correction Process	COTW
Review ISIR data	X	X	X		X
Compare data	X		X		
Correct a field		X	X	X	X
Correct to blank		X		X	X
Assumption and Reject Overrides		X		X	X
View Comments and Reject Messages		X			
View Comment and Reject Codes	X	X			X
End of entry edits		X			X
EFC calculation		X			X
Real-time EFC					X
Add a school with DRN		X		X	X

☺ **Tip**: You can access the COTW entry screen through the Make Corrections option in Student Inquiry.

Activity: Identify and Create Corrections

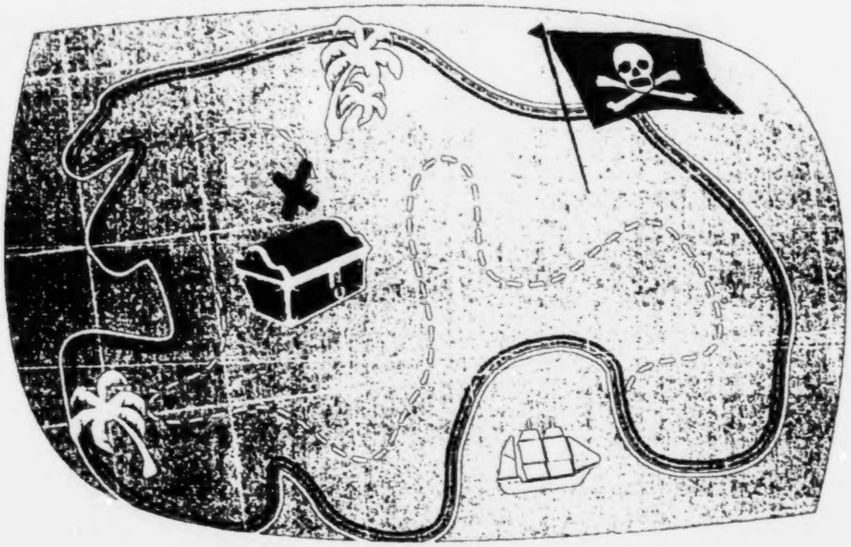
Your instructor will assign you to work in a small group. Your task is to review the information provided below and identify records that must be corrected. Once you decide on the correction to make, determine which method to use to create the correction required. At the conclusion your group will be asked to present your findings to the class.

Instructions

1. Open each of the records identified below in EDExpress.
2. For each of the records provided list out all issues you identify including verification information, rejects, assumptions, etc.
3. Identify the correction, if any, that needs to be made for the applicant.
4. Identify the tool that you used to analyze and/or correct the record.

ID	Issues	Tools/Action
163-85-7445		
377-13-0317		
340-72-3511		
421-58-4212	**Student provided paper SAR and needs to change home address.**	
339-40-8166		
224-77-9537		

Session 9 -- Scavenger Hunt



Your Journey

As first mate on the pirate ship *deEDExpress,* you have searched the seven seas for treasures of fabled data lore. By chance encounter with the most famous of all data legends, *ol' Captain ISIR*, you now possess the key to unlocking the secrets to financial aid fortune. With *ol' Captain ISIR's* guidance, you can answer the riddles below to find your treasure. When you have located each item in your quest, provide the information to your Captain. *(Ye don't wanna' be walkin' the plank, now do ye?)*

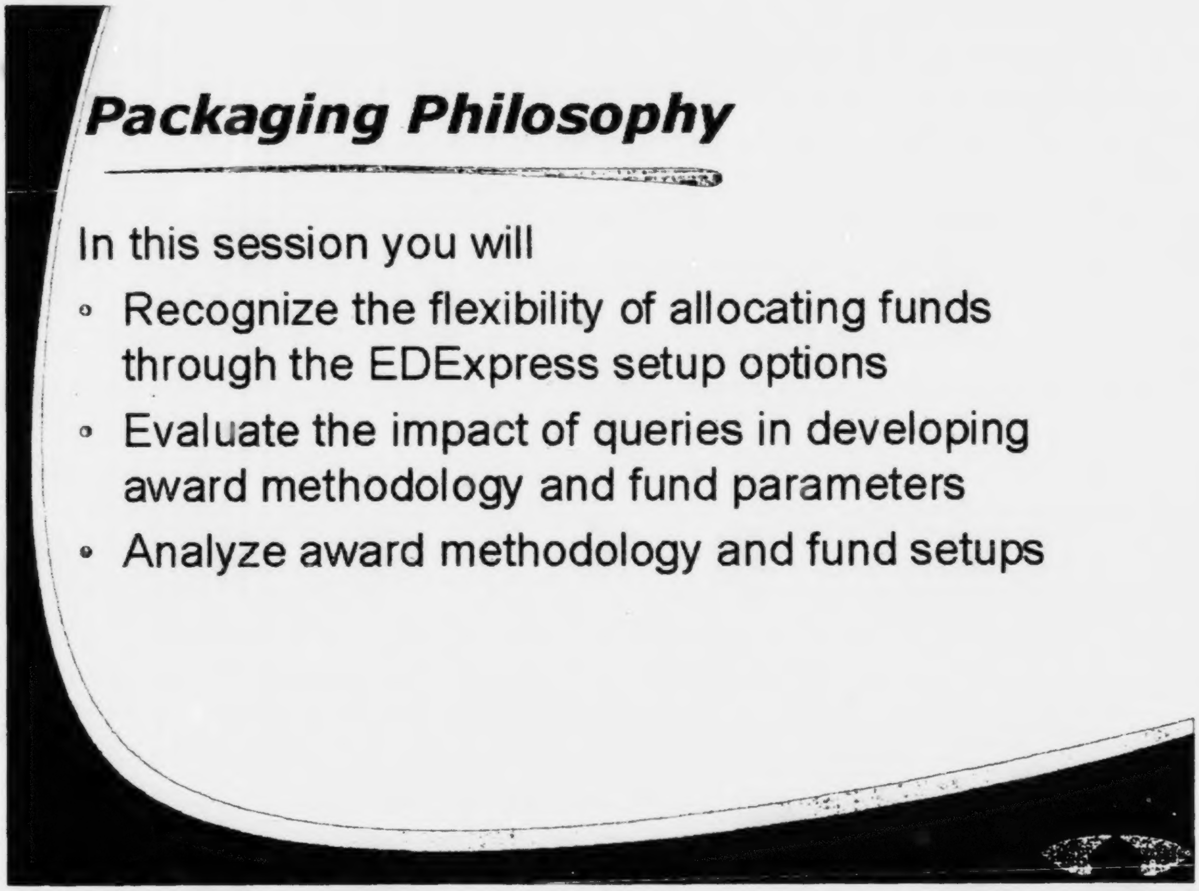
1. Find other crew members (class participants) and obtain 2 different user fields and provide an explanation of how the fields will be used.

2. Navigate the *deEDExpress* to locate a record with the comment code 146. Identify the record and the definition of the comment code.

3. Create a query with one of the user fields that you obtained from a crew member. You must use parenthesis in the query. *(ol' Captain ISIR says to don't forget to add the field before you try to use it).*

4. Find another crew member with a unique document to track. Add it to your database and include the criteria needed to automatically add it to records.

5. Always searching for the meaning of life, *ol' Captain ISIR* wants to know exactly what to do when you encounter a reject 10.



Packaging Philosophy

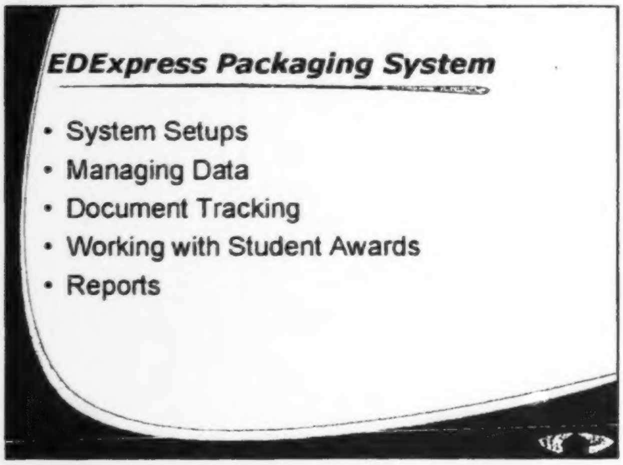
In this session you will

- Recognize the flexibility of allocating funds through the EDExpress setup options
- Evaluate the impact of queries in developing award methodology and fund parameters
- Analyze award methodology and fund setups

Key Terms

Award Methodology

An award methodology dictates which funds and what amounts are allocated to a student.



EDExpress Packaging System

- System Setups
- Managing Data
- Document Tracking
- Working with Student Awards
- Reports

5-step EDExpress Packaging System

The EDExpress Packaging module is integrated with other EDExpress functions, such as the App Express and Direct Loan modules. However, it can also be used as a stand-alone product. If you want to make full use of the ISIR data, you will need to import ISIRs into EDExpress to make the data available for packaging. This packaging module can be defined by five relatively seamless functions that allow schools to track documentation, create award packages, maintain established fund balances, create award and document tracking letters, and generate system-defined reports.

1. System Setups

Defines the components and parameters of both your institution and its award methodology.

- Global Setup
  - School
  - System
  - User-defined database
  - Document tracking
  - User-defined document tracking letter text
  - User-defined user letter text
  - User-defined award letter text

- Packaging Setup
    - System
    - Academic year profile
    - Budgets
    - Fund Maintenance
    - Award methodology
    - Satisfactory Academic Progress (SAP) values
    - User-defined formulas

2. Managing Data

Creates packaging records using three methods:

- Manual entry
- ISIR imports
- External data imports

3. Document Tracking

Tracks documents and generates tracking letters. Adds documents to student records using three options:

- Manual entry from an open student record
- Add Documents process to automatically assign documents to multiple student records
- Multiple Entry process to automatically assign documents or update the status of a document for multiple student records

4. Working with Student Awards

Packages, repackages, or unpackages financial aid awards for an individual student or a group of students (with the option of selecting by criteria defined in a query) using two methods:

- Manual packaging
- Automatic packaging

5. Reports

Provides several system-defined reports to assist with financial aid management:

- Funds Maintenance
- Packaged Students by Fund Code
- Packaged Students
- Unpackaged Students
- Entered Packaging Records
- Packaging Setup
- Measurement Tools – Funds
- Student Summary
- Fund Reconciliation

Flexible Features of EDExpress Packaging

- Can be a stand-alone product or integrated with other EDExpress modules
- Can both import and export data
- Export award data using the grid functionality
- Can create user-defined data, user-defined letters, and user-defined formulas
- Can create award methodologies that specify the criteria students must meet to receive specific award packages
- Can set up funds and track expenditures and balances
- Can print system-defined reports for preparing the FISAP, lists, and other reports according to selection criteria specified
- Provides fund reconciliation utility to reconcile the amounts awarded to students with the funds
- Can use the Multiple Entry option to update groups of records at one time
- Can build queries based on any field in the Packaging record
- Can package and repackage a group of students records without having to open the records
- Can browse the Packaging database table
- Can create multiple academic year profiles to define varying periods of enrollment for which aid is packaged (terms and non-traditional calendars)
- Accommodates any type of fund, not just federal funds

Export Awards Using Grids

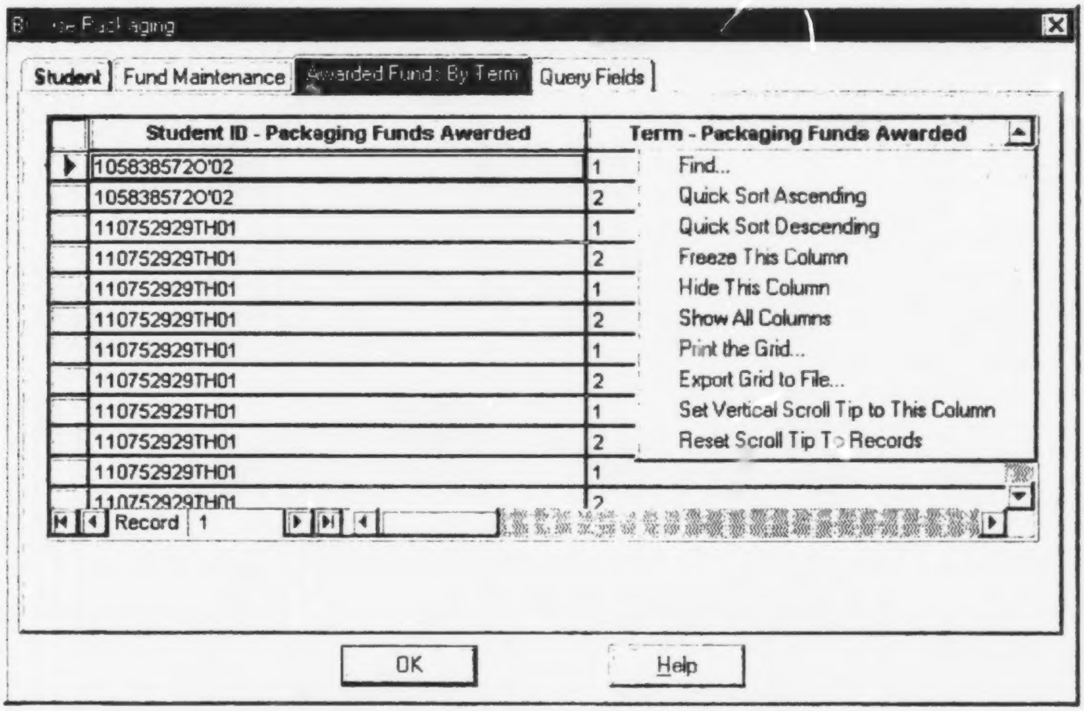
Most users of EDExpress Packaging have a need to not only package student records, but to pass that information on to the business office to disburse the funds to the student. There are two methods provided in EDExpress to export data from packaging. You can create an export file format that includes the fund code and award amount for the entire award year, or you can use the grid functionality to export all award data by term for each student. We will discuss the use of grid functionality in more detail in Session 11.

To view the awarded funds for students:

Select **Tools, Browse, Packaging** from the main menu.

Click the **Awarded Funds by Term** tab.

Right click a column and select **Export Grid to File**.


B[illegible] Packaging
Student
Fund Maintenance
Awarded Funds By Term
Query Fields
Find...
Quick Sort Ascending
Quick Sort Descending
Freeze This Column
Hide This Column
Show All Columns
Print the Grid...
Export Grid to File...
Set Vertical Scroll Tip to This Column
Reset Scroll Tip To Records
Record 1
OK
Help

Student ID - Packaging Funds Awerded	Term - Packaging Funds Awerded
105838572O'02	1
105838572O'02	2
110752929TH01	1
110752929TH01	2
110752929TH01	1
110752929TH01	2
110752929TH01	1
110752929TH01	2
110752929TH01	1
110752929TH01	2
110752929TH01	1
110752929TH01	2

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Academic Year Profile

An Academic Year Profile (AYP) defines your school's academic year for a program of study and specifies how you want to package financial aid. To set up an AYP, you need to transfer various types of information about your school to the software. This information includes:

- Types of programs (standard, non-standard)
- Types of credits awarded (credit hours, clock hours)
- Types of terms (semester, quarter, trimester)
- Number of terms
- Length of terms
- Fund allocation (by what percentage aid will be allocated over terms)
- Pell formula(s) used

Some schools may have only one profile, while others may create multiple profiles to accommodate various programs of study. For example, your school may have academic programs with different start dates. Or perhaps your school has programs of varying lengths. Because the EDExpress Packaging module is designed to provide maximum flexibility, you are able to create as many AYPs as you need.

Each AYP you create will include:

- Four-character code
- Descriptive title
- Pell Grant formula and appropriate program proration percent
- EFC program length to import from the ISIR database
- Terms (you may specify up to five) for use in the packaging process
- Default enrollment status for each term
- By fund type, percentage of aid dollars to be allocated across terms

You may delete or edit an AYP as long as that profile has not been assigned to a student packaging record. It is important to note that an AYP must be assigned in order to package a student's record.

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Budgets

In Budgets setup, you define specific cost of attendance budgets for various student populations at your school. You can electronically assign the corresponding budget to all students or subsets of the entire population using a query (created in the Packaging module) to identify a specific student population.

Before you enter data into the software, you must determine the criteria needed to identify the different populations. You might base your population criteria on a single variable, such as grade classification (undergraduate vs. graduate), residency (in state vs. out of state), housing status (on campus vs. off campus), or on some combination of these variables.

You also need to determine what components to include in each educational cost of attendance budget you define for specific student populations. These budget components are those charges and allowances established by your school for attendance for the academic year. Generally, they include tuition and fees, allowances for room and board, books and supplies, an allowance for computer expenses, transportation and miscellaneous expenses, child care, dependent care, and certain disability related expenses.

For each budget you define:

- Budget Code
- Priority
- Title
- Criteria
- Budget Amounts
- User-defined Budget Amounts

Fund Maintenance

Using the Fund Maintenance function, you create and maintain aid sources (or funds) needed for packaging students. You also can access instant information about total amounts awarded as well as amounts remaining.

Each fund you create represents an individual financial aid resource. You can add as many funds as needed. In addition to funds for federal student aid programs, you can create funds for institutional, state, and outside programs. For some funds, you also can set awarding parameters based on remaining need.

For each fund you set up, you need to make decisions about the following fund components and enter the information into the software:

- Fund Code
- Fund Description
- Aid Type
- Beginning Balance
- Adjustment to Beginning Balance
- Remaining Need
- Criteria

Award Methodology

Award Methodology is a systematic method for determining which student or groups of students will receive certain funds, the amounts of those funds, and the priority in which those funds will be awarded. The basic function of award methodologies within EDExpress Packaging is to have the system automatically package aid based on the student's need.

As you develop your award methodologies, keep in mind the basic awarding rules of the EDExpress Packaging system. The most important rule is that award methodologies package aid taking into account student budgets and unmet need. Regardless of the various parameters you define, including aid type, the system won't package aid in excess of the cost of attendance. Nor will it package in excess of need, with the exception of unsubsidized and PLUS loans. Therefore, before you begin setting up award methodologies, you must devise a strategy on how you'll handle non-need based awards and students with no need, including those who won't file a FAFSA.

EDExpress gives you the ability to create up to 999 methodologies. Each has a unique code and priority. And each may be tied to a query created in the Packaging module to specify which students should receive the funds.

For each Award Methodology created, you must consider the following components:

- Code
- Title
- Priority
- Self-Help Aid Maximum (% or $)
- Gift Aid Maximum (% or $)
- Criteria (query)
- Fund Code
- Fund Priority
- School Minimum
- School Maximum
- Minimum EFC
- Maximum EFC
- Remaining Need

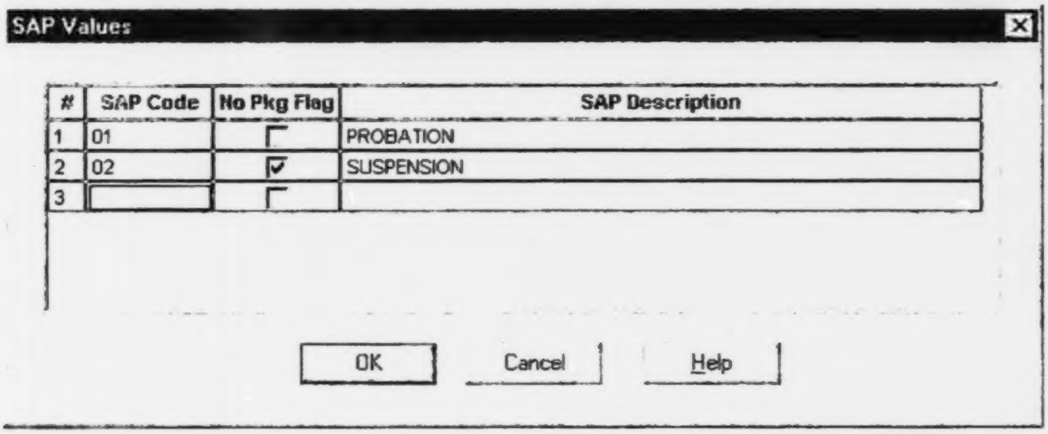
Satisfactory Academic Progress (SAP) Values

Another setup function in EDExpress is Satisfactory Academic Progress (SAP). SAP values allow you to record the academic progress of your students based on your school's SAP policy. Associated with codes you create, a flag can be set to interrupt the packaging process for students not making satisfactory progress. You determine the SAP values and which values prevent the student from being packaged.

The components in setting up SAP values or codes include:

- SAP Code
- No Pkg Flag
- SAP Description

In this example, there are two values for SAP. An assigned value of 02 will prevent the student's record from being packaged.



#	SAP Code	No Pkg Flag	SAP Description
1	01	☐	PROBATION
2	02	☑	SUSPENSION
3		☐	

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User-Defined Formulas

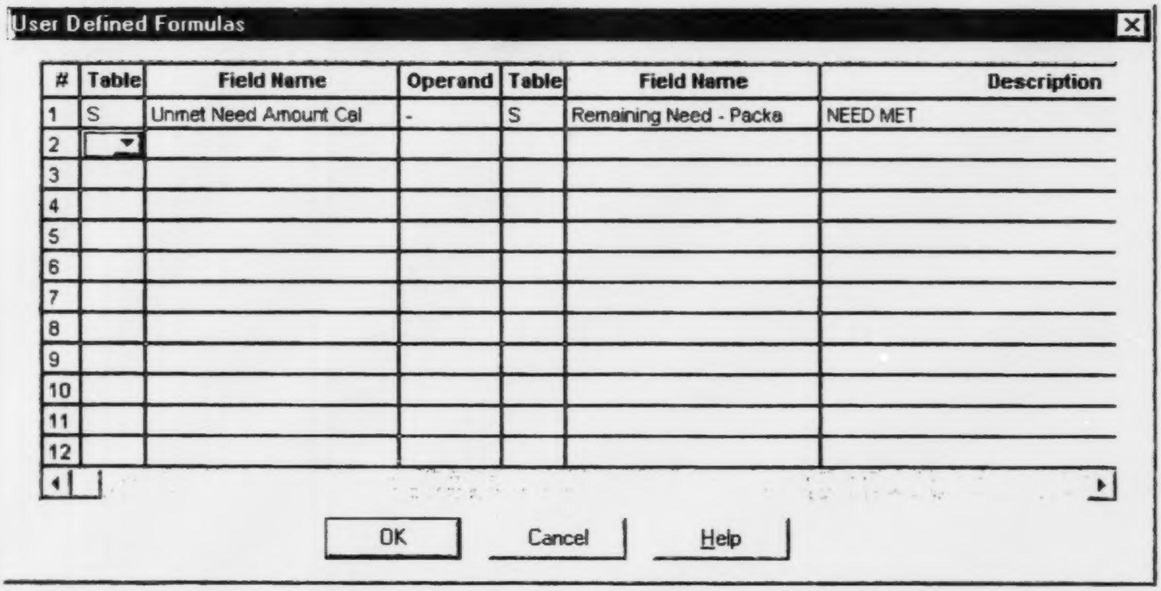
User-Defined Formulas allow you to perform simple calculations by adding, subtracting, multiplying or dividing data stored in two existing fields within certain EDExpress databases (packaging, fund and user-defined databases). The result of the calculation is stored in the packaging database and is displayed on the Awards tab. EDExpress allows you to create up to twelve User-Defined Formulas that can be used in queries.

Once you create and save a User-Defined formula, you cannot modify the formula. To make changes, you must delete the formula and start over. However, when you delete a previously existing formula, you also delete all the data that was previously calculated and stored.

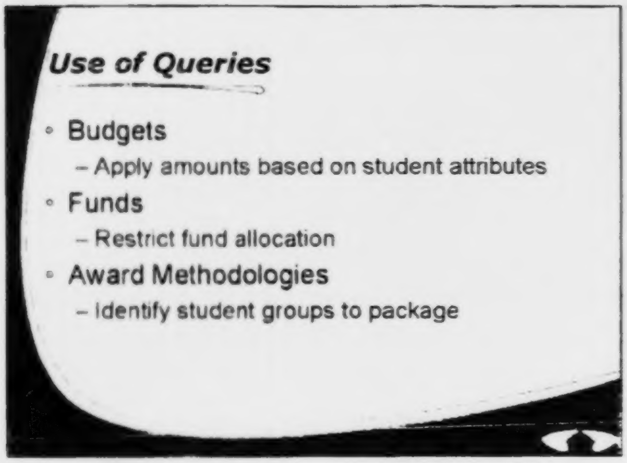
Examples of how you might use this feature include:

- Access the fund database to get the total of Subsidized and Unsubsidized Stafford loans awarded to each student for the academic year.
- Access the packaging database to calculate the amount of each student's need that was met by subtracting remaining need from unmet need.
- Access the packaging database to calculate the amount of the student's contribution to the EFC.
- Create a query based on a formula and tie that query to an award methodology.

In this example, the amount of total need met by the funds included in the package is calculated by subtracting the remaining need from the unmet need amount.



#	Table	Field Name	Operand	Table	Field Name	Description
1	S	Unmet Need Amount Cal	-	S	Remaining Need - Packa	NEED MET
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						



Use of Queries

- Budgets
  - Apply amounts based on student attributes
- Funds
  - Restrict fund allocation
- Award Methodologies
  - Identify student groups to package

Use of Queries

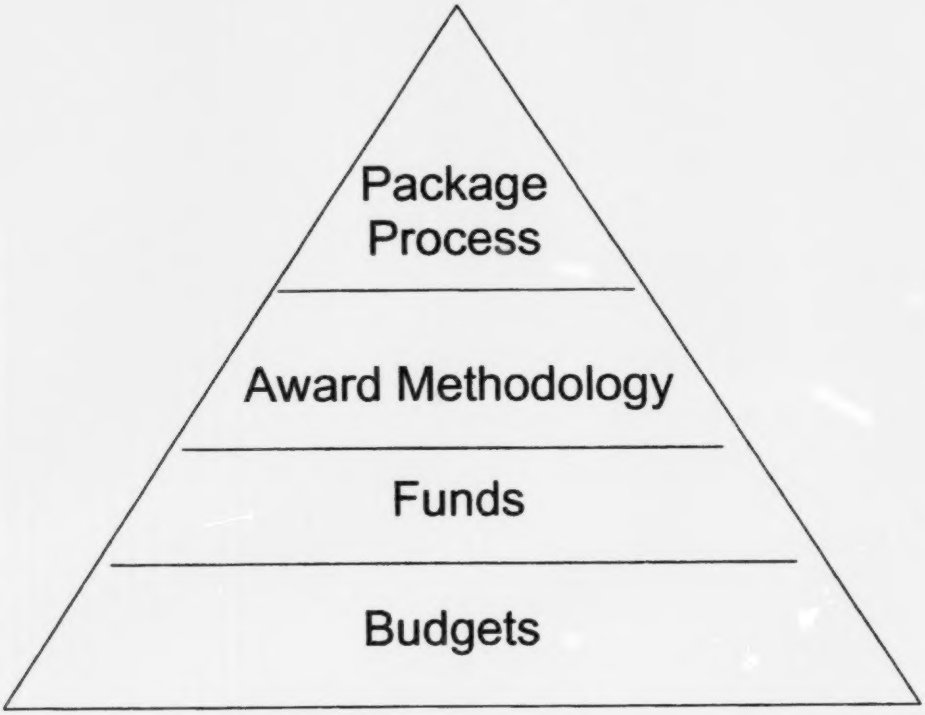
The goal of the EDExpress Packaging module is to have the software automatically perform as many steps of the packaging process as possible. A query is a great tool to assist you in selecting records needed for performing various functions such as packaging funds, assigning budgets, assigning documents, printing letters and reports.

As we have learned from previous sessions, queries are created in specific modules to perform specific functions. When working with packaging functions, you'll routinely use queries from Global, Packaging and Apps modules.

Task	Module Where Query is Created
Add Budgets (Process function)	Packaging
Assign Budgets (Multiple Entry function)	Packaging
Assign Award Methodology	Packaging
Assign Fund	Packaging
Add Documents (Process function)	Global and Packaging
Assign Documents (Multiple Entry function)	Global and Packaging
Import ISIR data to create new packaging records	App Express
Print Award Letters	Packaging
Print Document Tracking Letters	Global
Print User Letters	Global
Package (Process function)	Packaging
Unpackage (Process function)	Packaging

Hierarchy of Queries

The three primary applications of queries in packaging are assignment of budgets, funds and the award methodology. When you begin to set up packaging, look to the lowest level of query assignment for restriction of how funds are to be allocated. Each level of definition limits what is applied to a student's record based on the selected query attributes, beginning with Budgets up through any criteria you might apply when you run the global packaging process.



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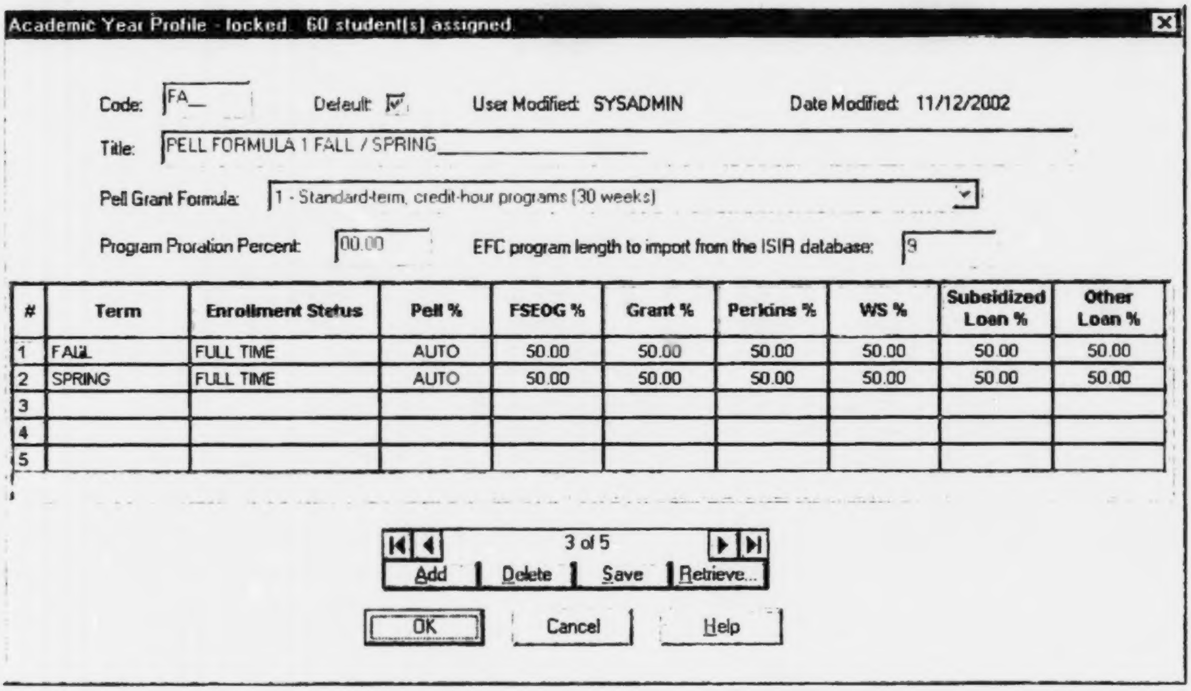
Instructor Demonstration

In this demonstration, the instructor will provide a tour of the Packaging setup functions and highlight those that utilize queries.

Academic Year Profile Setup

This is an example of a standard Pell formula 1 academic year.



Academic Year Profile - locked. 60 student(s) assigned.

Code: FA

Default: ☑

User Modified: SYSADMIN

Date Modified: 11/12/2002

Title: PELL FORMULA 1 FALL / SPRING

Pell Grant Formula: 1 - Standard-term, credit-hour programs (30 weeks)

Program Proration Percent: 00.00

EFC program length to import from the ISIR database: 9

#	Term	Enrollment Status	Pell %	FSEOG %	Grant %	Perkins %	WS %	Subsidized Loan %	Other Loan %
1	FALL	FULL TIME	AUTO	50.00	50.00	50.00	50.00	50.00	50.00
2	SPRING	FULL TIME	AUTO	50.00	50.00	50.00	50.00	50.00	50.00
3									
4									
5									

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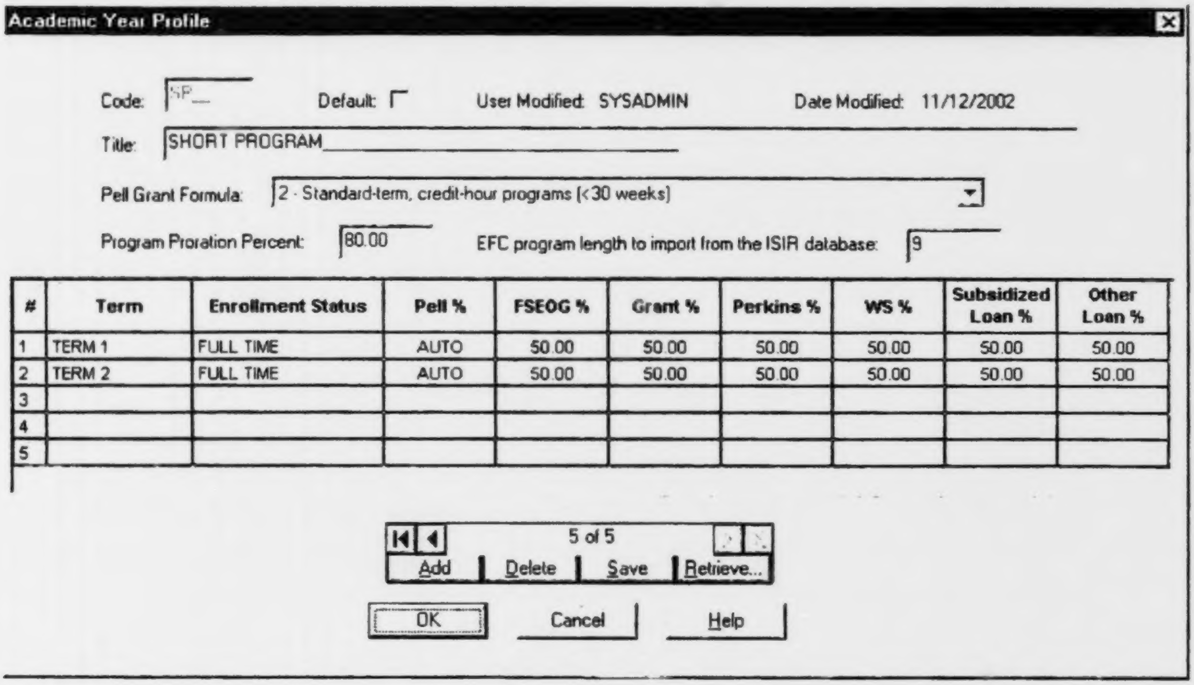
This is an example of a program that is less than 30 weeks in length. Note the proration percent entered for the program.



Code: SP

Default: ☐

User Modified: SYSADMIN

Date Modified: 11/12/2002

Title: SHORT PROGRAM

Pell Grant Formula: 2 - Standard-term, credit-hour programs (<30 weeks)

Program Proration Percent: 80.00

EFC program length to import from the ISIR database: 9

#	Term	Enrollment Status	Pell %	FSEOG %	Grant %	Perkins %	WS %	Subsidized Loan %	Other Loan %
1	TERM 1	FULL TIME	AUTO	50.00	50.00	50.00	50.00	50.00	50.00
2	TERM 2	FULL TIME	AUTO	50.00	50.00	50.00	50.00	50.00	50.00
3									
4									
5									

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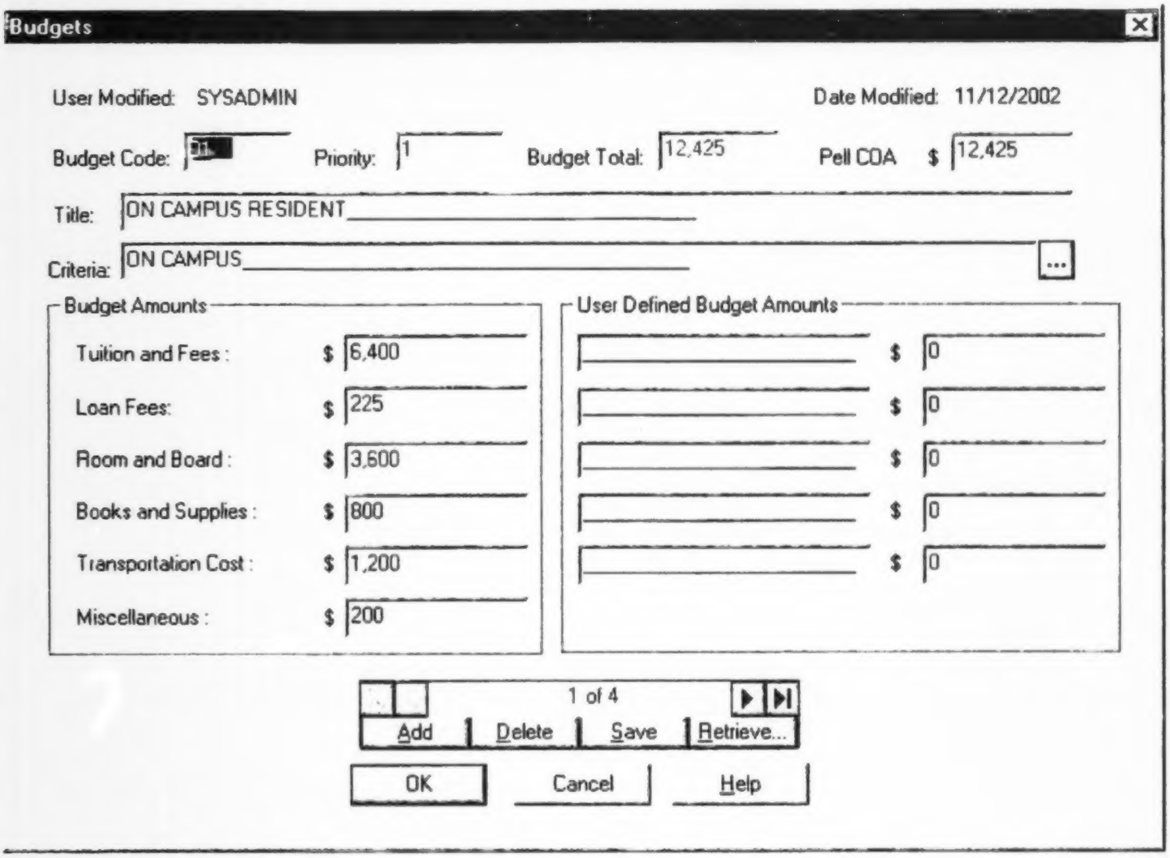
Budget Setup

Budgets provide you the first opportunity to define your student population by assignment with a query as the filter for attributes of the students. In this example, we are applying this budget to students that have indicated they will reside on campus. This is accomplished through the creation of a packaging query: (HOUSING PLANS = "1").



User Modified: SYSADMIN

Date Modified: 11/12/2002

Budget Code: 01

Priority: 1

Budget Total: 12,425

Pell COA $ 12,425

Title: ON CAMPUS RESIDENT

Criteria: ON CAMPUS

Budget Amounts

Tuition and Fees :	$ 6,400
Loan Fees:	$ 225
Room and Board :	$ 3,600
Books and Supplies :	$ 800
Transportation Cost :	$ 1,200
Miscellaneous :	$ 200

User Defined Budget Amounts

$ 0
$ 0
$ 0
$ 0
$ 0

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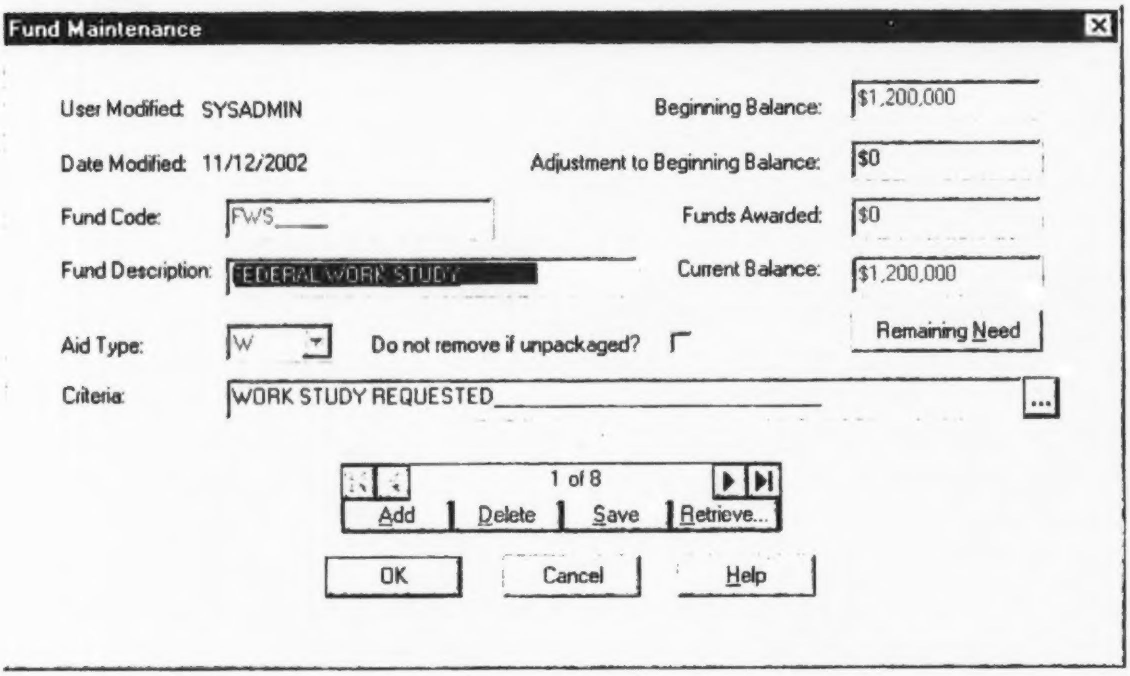
Fund Setup

Funds can be restricted to students with specific attributes such as their grade level or indication that they are interested in a type of aid such as work study. In this example, the Federal Work Study fund will only be allocated to students that indicated they were interested in work. This is accomplished using a Packaging query: (INTERESTED IN EMPLOYMENT = "Y")



User Modified: SYSADMIN

Date Modified: 11/12/2002

Fund Code: FWS

Fund Description: FEDERAL WORK STUDY

Aid Type: W

Do not remove if unpackaged? ☐

Criteria: WORK STUDY REQUESTED

Beginning Balance: $1,200,000

Adjustment to Beginning Balance: $0

Funds Awarded: $0

Current Balance: $1,200,000

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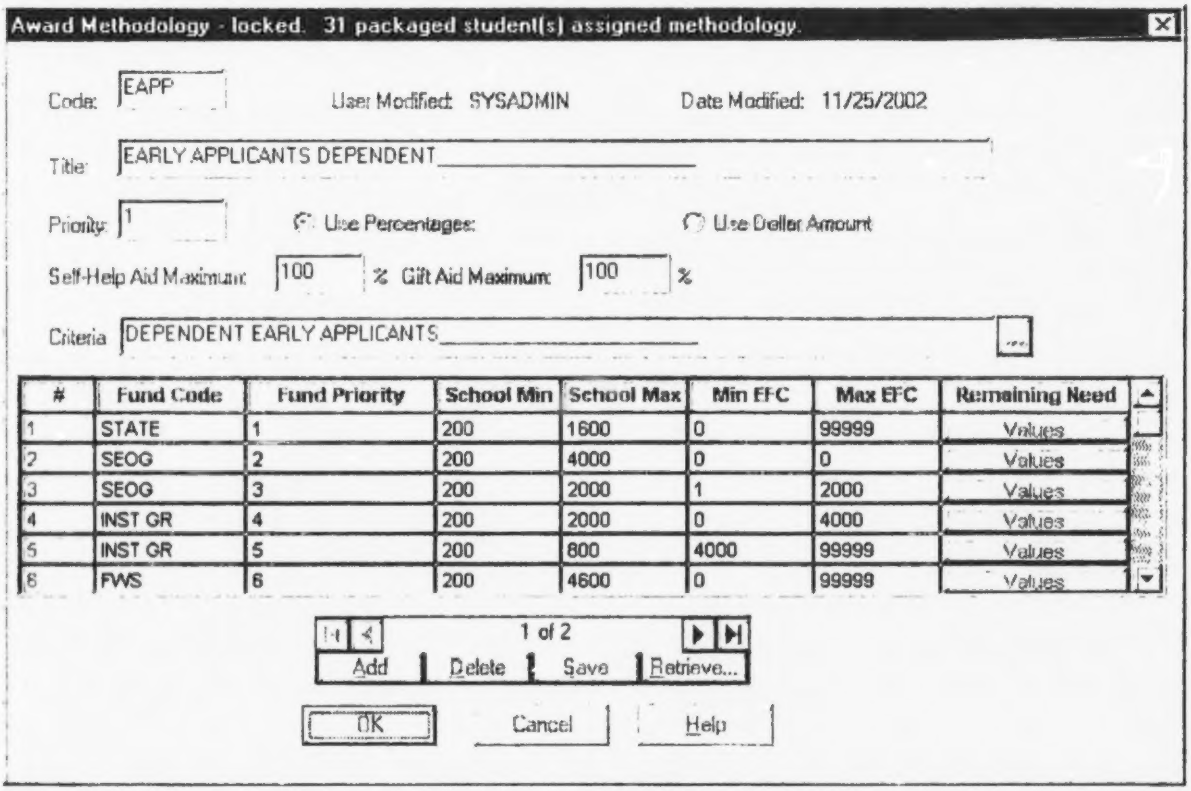
Award Methodology Setup

The most definitive allocation restriction is accomplished in the award methodology. Not only can you define what population will receive a certain set of funds, but also you can create an array of restrictions using the ranges of EFC and award amounts.

This methodology allocates funds to dependent applicants who submitted their data by a specific date. The packaging query:

(ADD DATE < "20030730") AND (DEPENDENCY STATUS – DEMO = "D")



Award Methodology - locked. 31 packaged student(s) assigned methodology.

Code: EAPP

User Modified: SYSADMIN

Date Modified: 11/25/2002

Title: EARLY APPLICANTS DEPENDENT

Priority: 1

● Use Percentages: ○ Use Dollar Amount

Self-Help Aid Maximum: 100 %

Gift Aid Maximum: 100 %

Criteria: DEPENDENT EARLY APPLICANTS

#	Fund Code	Fund Priority	School Min	School Max	Min EFC	Max EFC	Remaining Need
1	STATE	1	200	1600	0	99999	Values
2	SEOG	2	200	4000	0	0	Values
3	SEOG	3	200	2000	1	2000	Values
4	INST GR	4	200	2000	0	4000	Values
5	INST GR	5	200	800	4000	99999	Values
6	FWS	6	200	4600	0	99999	Values

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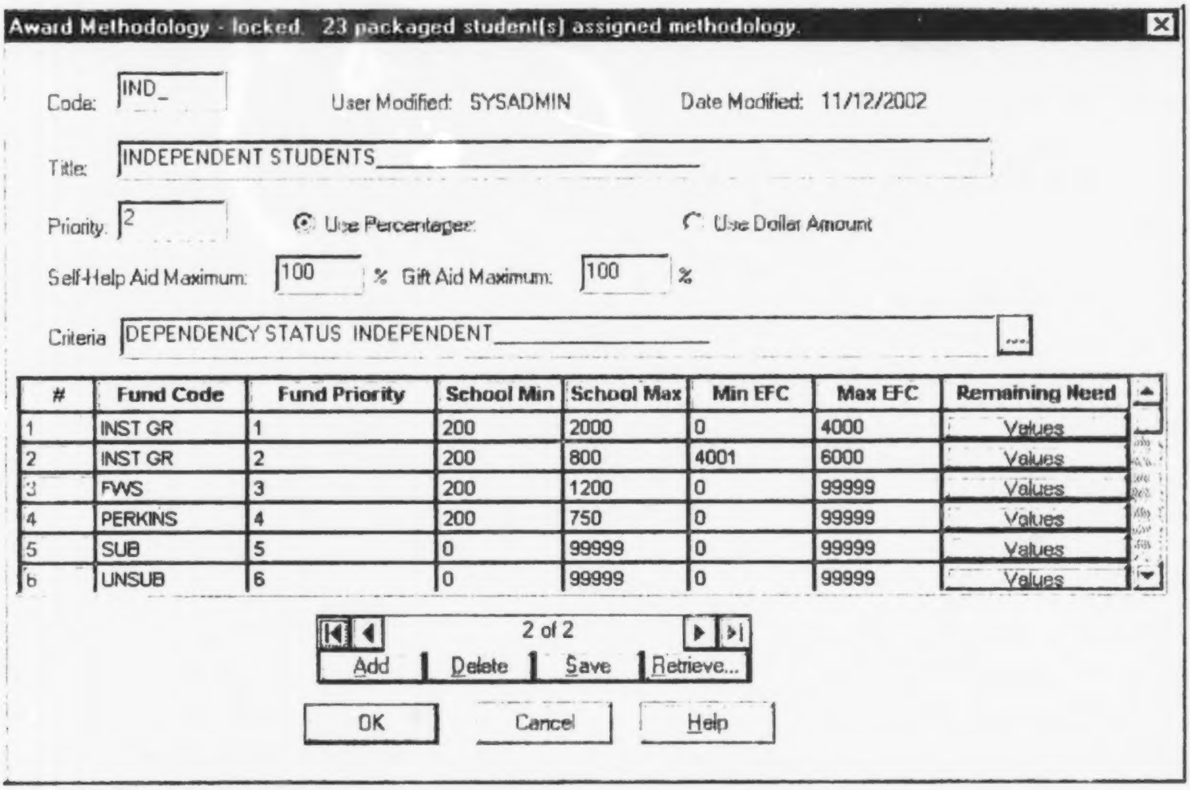
This methodology is limited to Independent students only. Note the Unsubsidized loan provided here and the PLUS fund in the previous example. This packaging query:

(DEPENDENCY STATUS – DEMO = "I")



Award Methodology - locked. 23 packaged student(s) assigned methodology.

Code: IND_

User Modified: SYSADMIN

Date Modified: 11/12/2002

Title: INDEPENDENT STUDENTS

Priority: 2

● Use Percentages

○ Use Dollar Amount

Self-Help Aid Maximum: 100 %

Gift Aid Maximum: 100 %

Criteria: DEPENDENCY STATUS INDEPENDENT

#	Fund Code	Fund Priority	School Min	School Max	Min EFC	Max EFC	Remaining Need
1	INST GR	1	200	2000	0	4000	Values
2	INST GR	2	200	800	4001	6000	Values
3	FWS	3	200	1200	0	99999	Values
4	PERKINS	4	200	750	0	99999	Values
5	SUB	5	0	99999	0	99999	Values
6	UNSUB	6	0	99999	0	99999	Values

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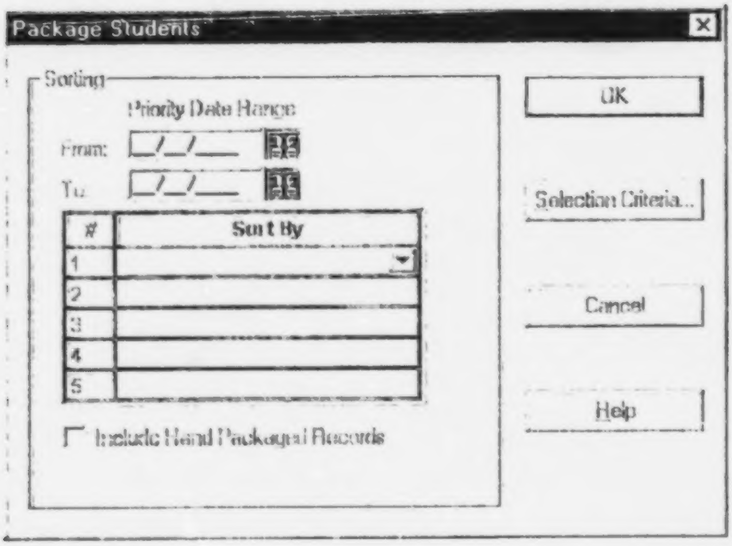
Process Package

The final opportunity that you have to filter records occurs at the global package process. In addition to queries you can select records on a priority date range and sort by EFC, Application Received Date, Transaction Processed Date and Packaging Ready Date.


Package Students
Sorting
Priority Date Range
From: __/__/____
To: __/__/____
#
Sort By
1
2
3
4
5
☐ Include Hand Packaged Records
OK
Selection Criteria...
Cancel
Help

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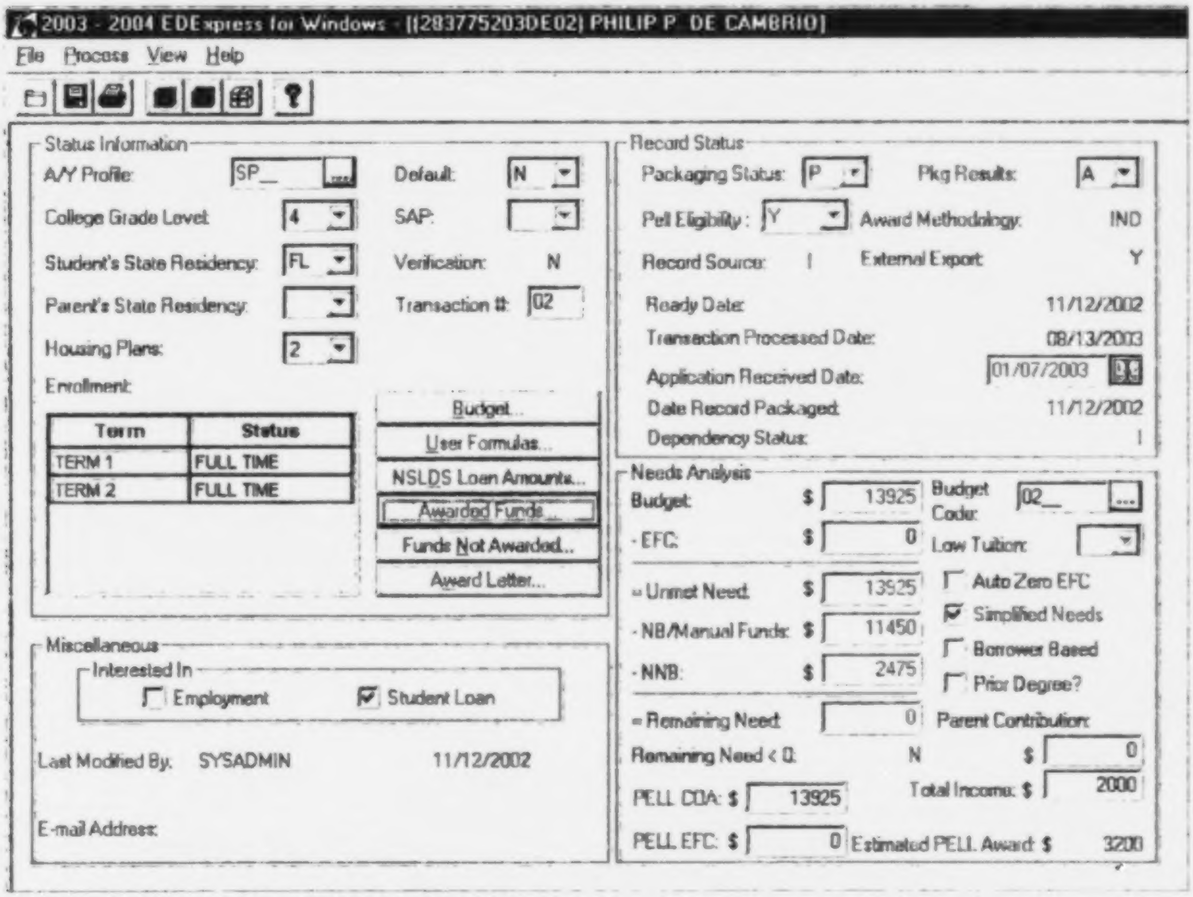
Results of Applying Queries

This student is in the less than 30 week program as indicated by the academic year profile code. The student is independent, so the award methodology with the independent query was applied.



2003 - 2004 EDExpress for Windows - [{283775203DE02} PHILIP P. DE CAMBRIO]

Status Information
A/Y Profile: SP_
Default: N
College Grade Level: 4
SAP:
Student's State Residency: FL
Verification: N
Parent's State Residency:
Transaction #: 02
Housing Plans: 2

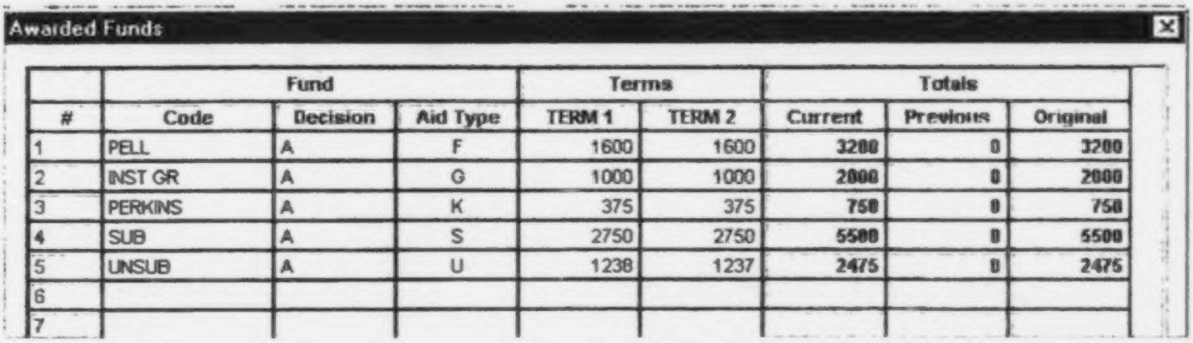
Enrollment:

Term	Status
TERM 1	FULL TIME
TERM 2	FULL TIME

Miscellaneous
Interested In
☐ Employment
☑ Student Loan
Last Modified By: SYSADMIN 11/12/2002
E-mail Address:

Record Status
Packaging Status: P
Pkg Results: A
Pell Eligibility: Y
Award Methodology: IND
Record Source: I
External Export: Y
Ready Date: 11/12/2002
Transaction Processed Date: 08/13/2003
Application Received Date: 01/07/2003
Date Record Packaged: 11/12/2002
Dependency Status: I

Needs Analysis
Budget: $ 13925
Budget Code: 02_
- EFC: $ 0
Low Tuition:
= Unmet Need: $ 13925
- NB/Manual Funds: $ 11450
- NNB: $ 2475
= Remaining Need: 0
Remaining Need < 0: N
☐ Auto Zero EFC
☑ Simplified Needs
☐ Borrower Based
☐ Prior Degree?
Parent Contribution: $ 0
Total Income: $ 2000
PELL COA: $ 13925
PELL EFC: $ 0
Estimated PELL Award: $ 3200



Awarded Funds

	Fund			Terms		Totals		
#	Code	Decision	Aid Type	TERM 1	TERM 2	Current	Previous	Original
1	PELL	A	F	1600	1600	3200	0	3200
2	INST GR	A	G	1000	1000	2000	0	2000
3	PERKINS	A	K	375	375	750	0	750
4	SUB	A	S	2750	2750	5500	0	5500
5	UNSUB	A	U	1238	1237	2475	0	2475
6								
7								

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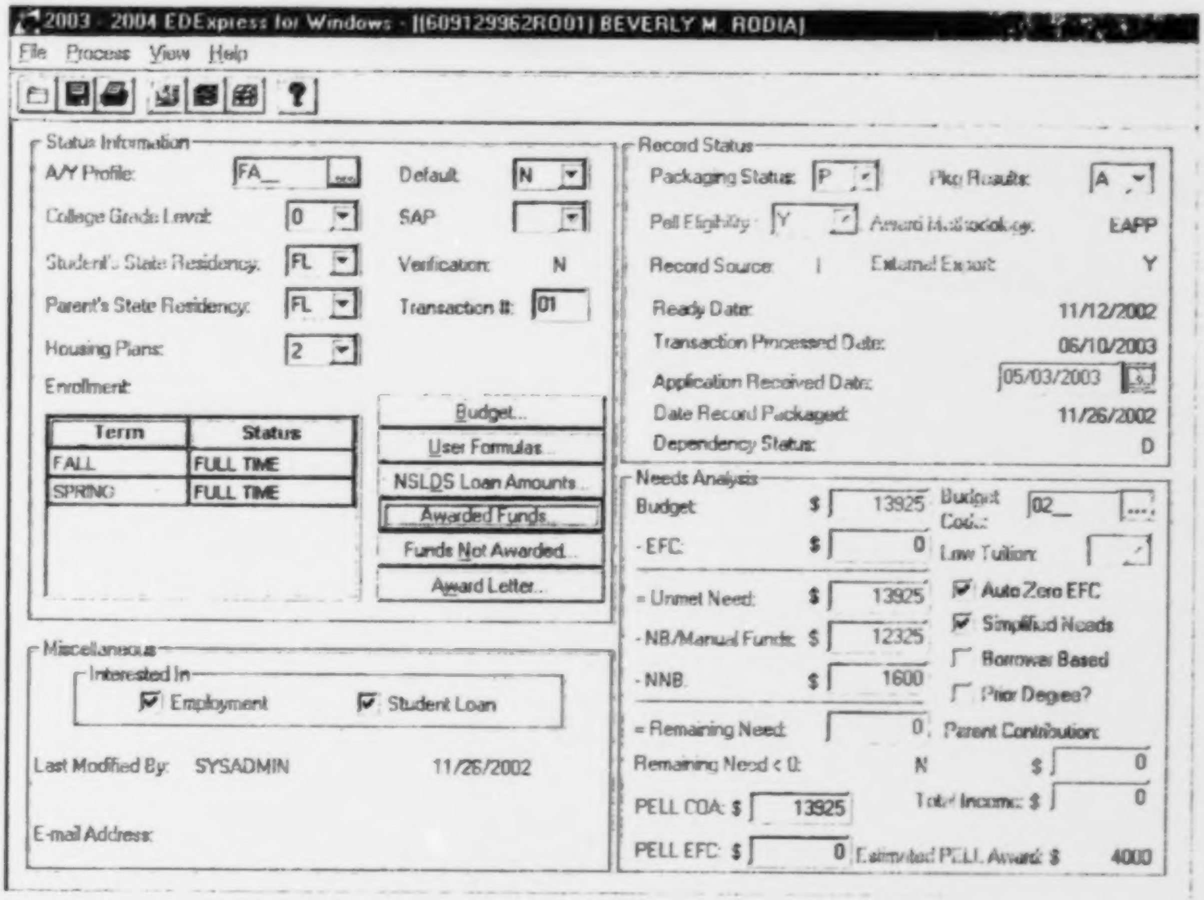
Since this student is dependent, she was packaged using the early application /dependent award methodology. Both the work study funds and the loan funds were restricted to students that indicated their preference for these types of aid. You can see from both sets of results that these funds were allocated based on those data elements.


2003 - 2004 EDExpress for Windows - [[609129962R001] BEVERLY M. RODIA]
File Process View Help
Budget...
User Formulas...
NSLDS Loan Amounts...
Awarded Funds...
Funds Not Awarded...
Award Letter...

Status Information

A/Y Profile: FA__

Default: N

College Grade Level: 0

SAP:

Student's State Residency: FL

Verification: N

Parent's State Residency: FL

Transaction #: 01

Housing Plans: 2

Enrollment:

Term	Status
FALL	FULL TIME
SPRING	FULL TIME

Miscellaneous

Interested In

☑ Employment ☑ Student Loan

Last Modified By: SYSADMIN 11/26/2002

E-mail Address:

Record Status

Packaging Status: P

Pkg Results: A

Pell Eligibility: Y

Award Methodology: EAPP

Record Source: I

External Export: Y

Ready Date: 11/12/2002

Transaction Processed Date: 06/10/2003

Application Received Date: 05/03/2003

Date Record Packaged: 11/26/2002

Dependency Status: D

Needs Analysis

Budget $ 13925

Budget Code: 02__

- EFC: $ 0

Low Tuition:

= Unmet Need: $ 13925

☑ Auto Zero EFC

- NB/Manual Funds: $ 12325

☑ Simplified Needs

- NNB: $ 1600

☐ Borrower Based

☐ Prior Degree?

= Remaining Need: 0

Parent Contribution: $ 0

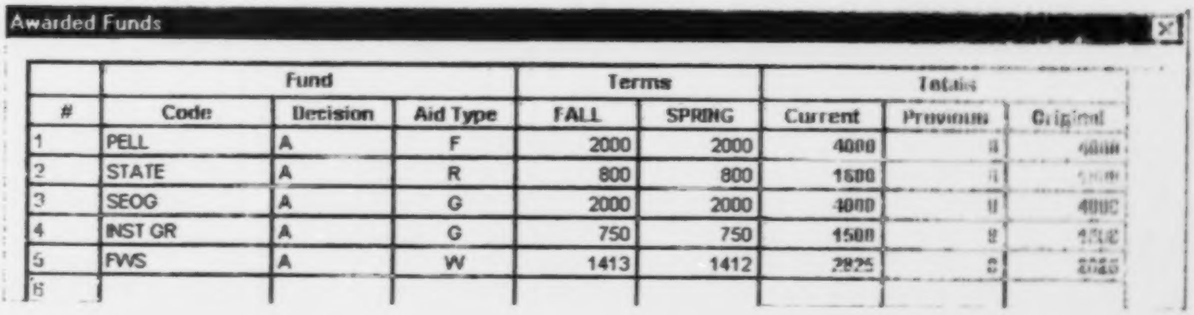
Remaining Need < 0: N

PELL COA: $ 13925

Total Income: $ 0

PELL EFC: $ 0

Estimated PELL Award: $ 4000


Awarded Funds

	Fund			Terms		Totals		
#	Code	Decision	Aid Type	FALL	SPRING	Current	Previous	Original
1	PELL	A	F	2000	2000	4000	0	4000
2	STATE	A	R	800	800	1600	0	1600
3	SEOG	A	G	2000	2000	4000	0	4000
4	INST GR	A	G	750	750	1500	0	1500
5	FWS	A	W	1413	1412	2825	0	2825
6								

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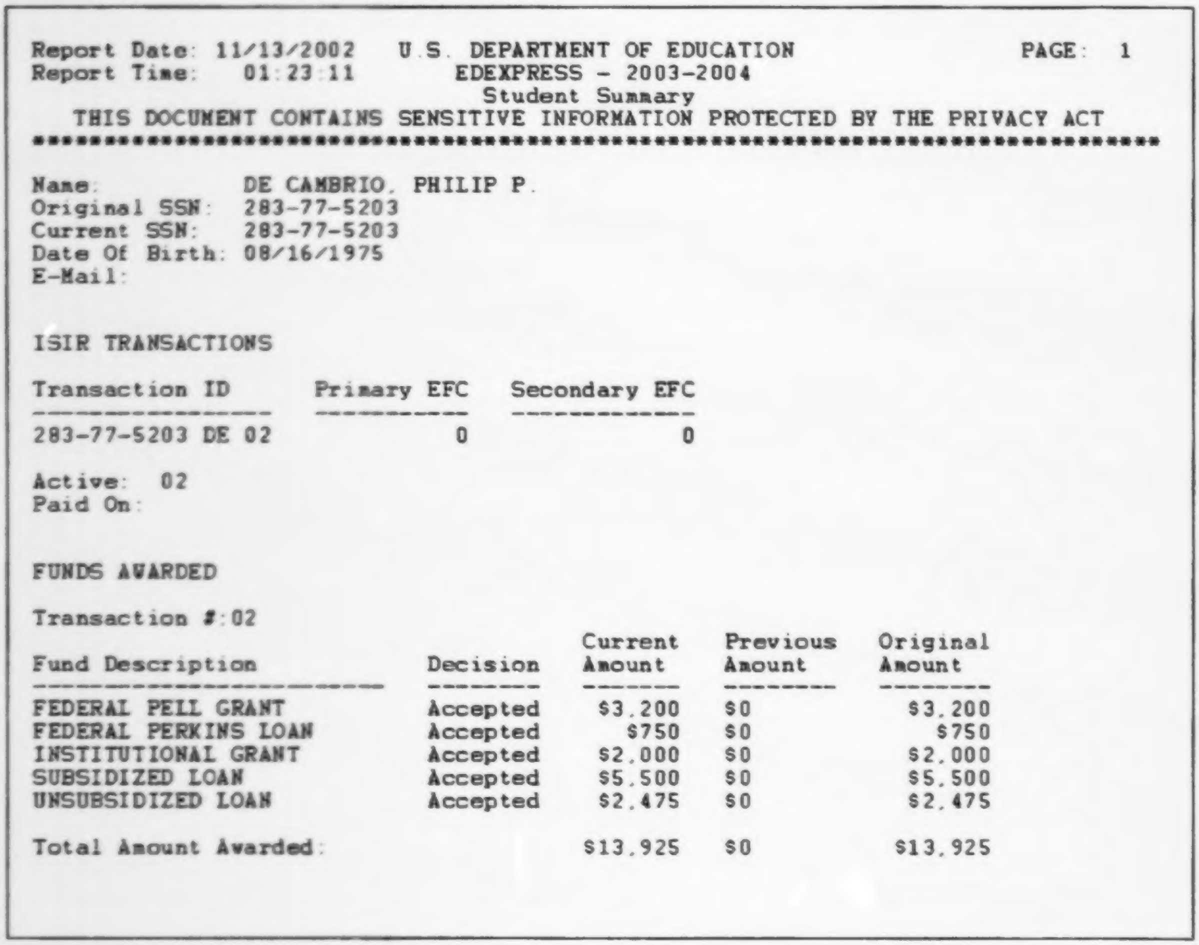
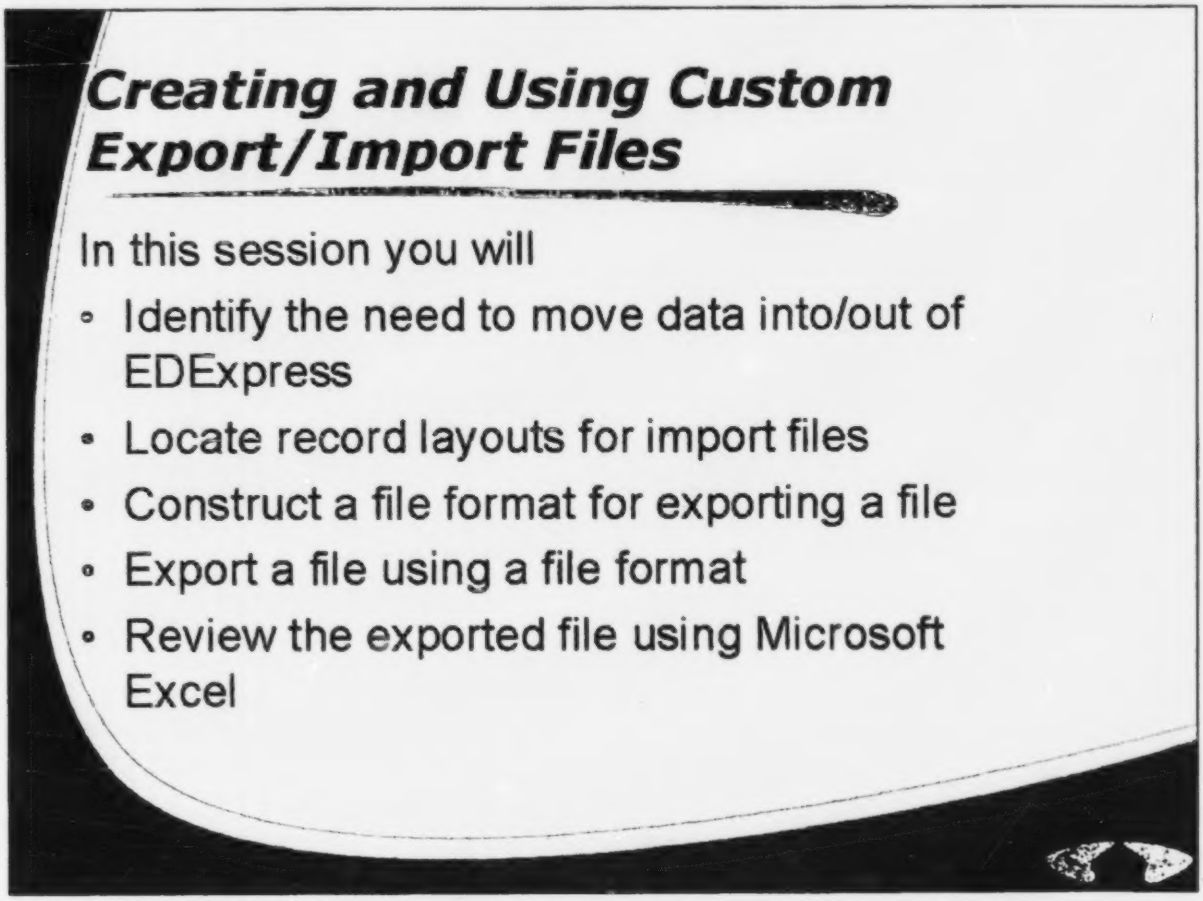
Student Summary Report

A new feature in EDExpress that provides all the processed information about a student is the Summary Report, which is available as a print report in Global, App Express and Packaging.



```
Report Date: 11/13/2002   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:    01:23:11       EDEXPRESS - 2003-2004
                                   Student Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************

Name:           DE CAMBRIO, PHILIP P.
Original SSN:   283-77-5203
Current SSN:    283-77-5203
Date Of Birth:  08/16/1975
E-Mail:

ISIR TRANSACTIONS

Transaction ID      Primary EFC   Secondary EFC
-----------------   -----------   -------------
283-77-5203 DE 02             0               0

Active:  02
Paid On:

FUNDS AWARDED

Transaction #:02
                                        Current    Previous   Original
Fund Description            Decision    Amount     Amount     Amount
-------------------------   --------    -------    --------   --------
FEDERAL PELL GRANT          Accepted     $3,200    $0           $3,200
FEDERAL PERKINS LOAN        Accepted       $750    $0             $750
INSTITUTIONAL GRANT         Accepted     $2,000    $0           $2,000
SUBSIDIZED LOAN             Accepted     $5,500    $0           $5,500
UNSUBSIDIZED LOAN           Accepted     $2,475    $0           $2,475

Total Amount Awarded:                   $13,925    $0          $13,925
```

Session 11—Creating and Using Custom Export/Import Files



Creating and Using Custom Export/Import Files

In this session you will

- Identify the need to move data into/out of EDExpress
- Locate record layouts for import files
- Construct a file format for exporting a file
- Export a file using a file format
- Review the exported file using Microsoft Excel

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Key Terms

Comma-delimited

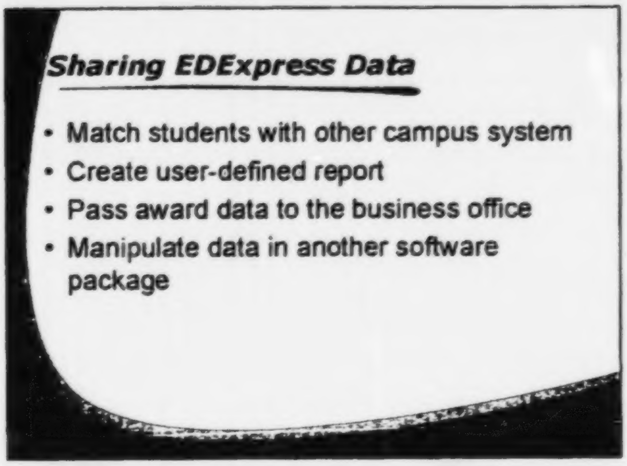
A record format in which data elements within a record are separated by commas.

File Format

This utility allows you to set up user-defined file formats to use when exporting data to external systems. Before you can export external data, you must establish file formats to format the data for the external systems that will use it.

🕮 Resources

2003-04 EDE Technical Reference
2003-04 Packaging Technical Reference



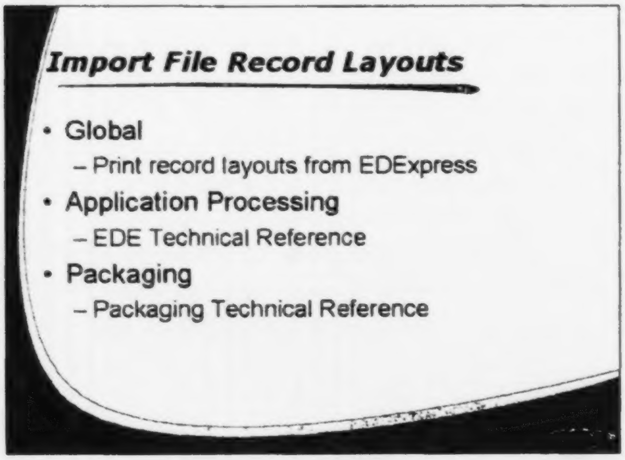
Sharing EDExpress Data

- Match students with other campus system
- Create user-defined report
- Pass award data to the business office
- Manipulate data in another software package

Sharing EDExpress Data

You can save data entry time and maximize your use of the student data you've collected in EDExpress by creating file formats. A file format is like a template that groups and formats EDExpress data you specify. You can then use the file format to export data from any of the modules for purposes such as:

- Matching applicant IDs to the records system to verify enrollment
- Creating a user-defined report
- Passing award information to the business office
- Manipulate data in an Excel spreadsheet or other Access database



Import File Record Layouts

- Global
  - Print record layouts from EDExpress
- Application Processing
  - EDE Technical Reference
- Packaging
  - Packaging Technical Reference

Import File Record Layout Locations

The process of using record layouts to create and import data into EDExpress includes three basic steps:

1. Identify the type of data needed.
2. Locate the appropriate import file record layout.
3. Build the import file to the layout specifications.

To import data into EDExpress, you must first determine what type of data you want to import. Since you may be creating the data from any number of sources such as a mainframe system, text file or software package such as MS Access, record layouts are provided for you to identify the specific data and position in the record that EDExpress will accept during the import process.

Next, you will need to locate the appropriate record layout to use to create your import file. The record layouts are provided in three different source documents.

There are two import file layouts associated with the Global module: user data and demographic data. Both record layouts may be printed from the Global tab in the print dialog box. The reports are identified as:

- RL - Import User Data
- RL - Import Demographic Data

All Application Processing module import record layouts may be found in the EDE Technical Reference. These include:

- Batch Level Error Report
- ISIR Record
- Correction Record
- Duplicate Request

All Packaging module import record layouts may be found in the Packaging Technical Reference. These include:

- Packaging Import External Add Record Layout
- Packaging Import External Change Record Layout
- Packaging Import Change Fields
- Packaging Import Add Funds Amount Record Layout

Finally you will need to create the file from scratch in a text file or more likely from another source such as your other school data systems. At this point, unless you are a programmer, you are likely to rely on your school's software development or other technical resources to assist in this task.

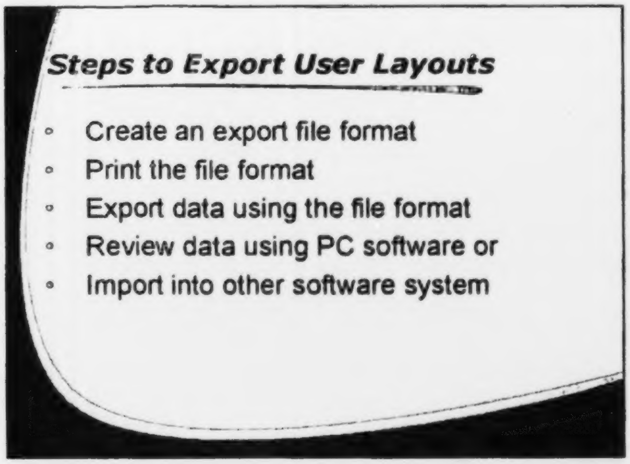
If you have questions about record layouts or the import process contact:

CPS/WAN Technical Support	800.330.5947
TDD/TTY	800.511.5806

cpswan@ncs.com

Hours are 8 a.m. – 8 p.m. (ET), Monday through Friday

Note: *The EDE Technical Reference and the Packaging Technical Reference may be found at sfadownload.ed.gov under References and Documentation.*

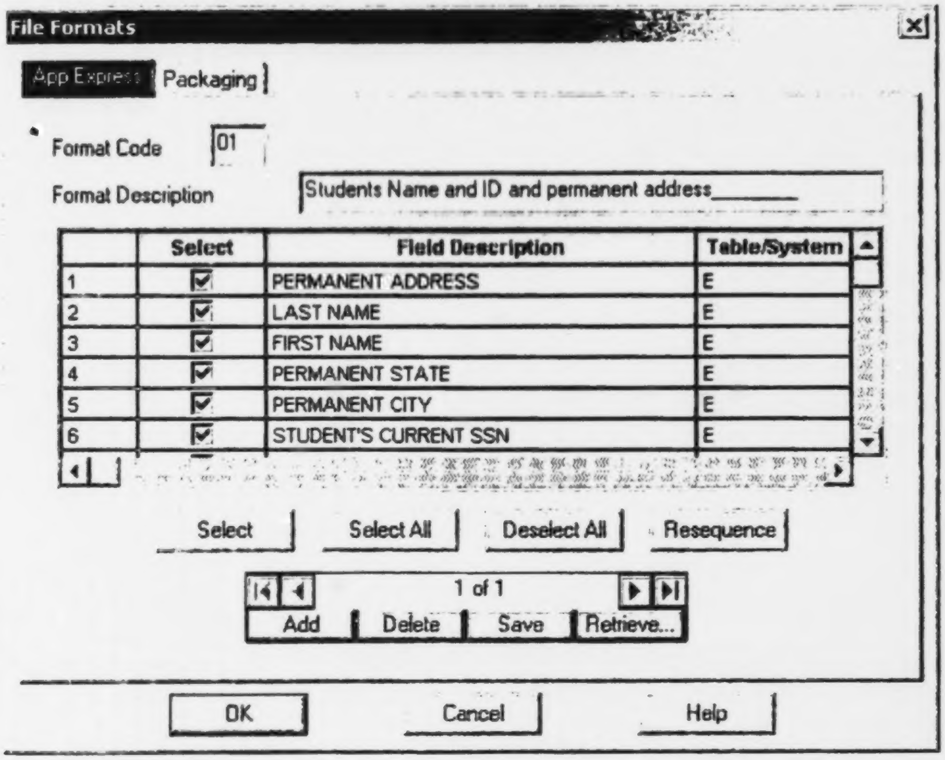


Steps to Export User Layouts

- Create an export file format
- Print the file format
- Export data using the file format
- Review data using PC software or
- Import into other software system

Creating a File Format

This utility allows you to set up user-defined file formats to use when exporting data to external systems. Before you can export external data, you must establish file formats of the external system that will use the data.


File Formats
App Express
Packaging
Select
Select All
Deselect All
Resequence
1 of 1
Add
Delete
Save
Retrieve...
OK
Cancel
Help

Format Code 01

Format Description Students Name and ID and permanent address

	Select	Field Description	Table/System
1	☑	PERMANENT ADDRESS	E
2	☑	LAST NAME	E
3	☑	FIRST NAME	E
4	☑	PERMANENT STATE	E
5	☑	PERMANENT CITY	E
6	☑	STUDENT'S CURRENT SSN	E

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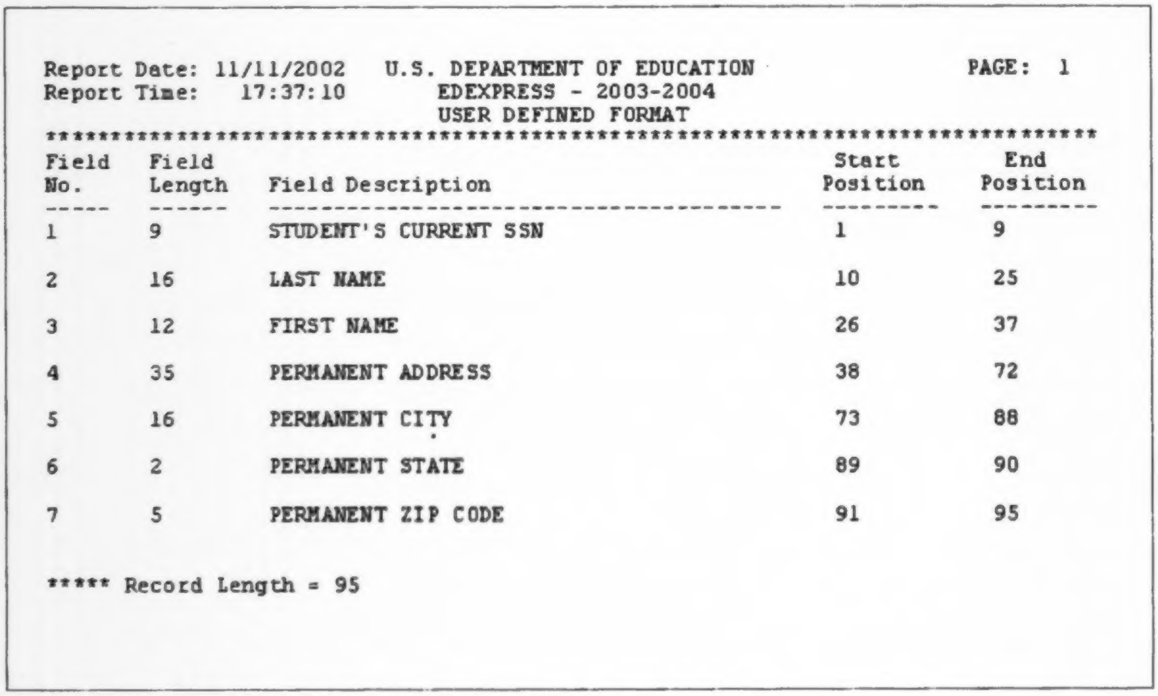
Printing a File Format

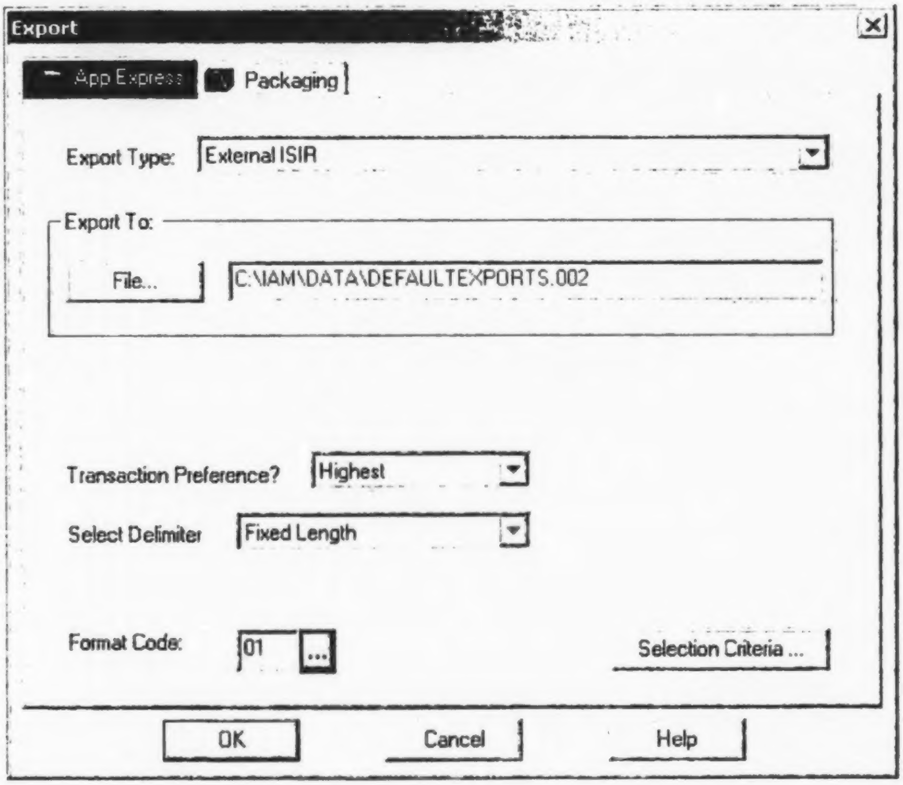
You may need to see exactly what the formatted layout you created looks like, or you may need to provide the information to your systems developers to create a program to accept the data you are sending. Using the print function, you can create a report that includes the field lengths, start and end positions, and the total record length.



```
Report Date: 11/11/2002   U.S. DEPARTMENT OF EDUCATION               PAGE:  1
Report Time:    17:37:10      EDEXPRESS - 2003-2004
                              USER DEFINED FORMAT
****************************************************************************
Field   Field                                                 Start      End
No.     Length   Field Description                           Position   Position
-----   ------   -------------------------------------     ---------  ---------
1       9        STUDENT'S CURRENT SSN                     1          9

2       16       LAST NAME                                 10         25

3       12       FIRST NAME                                26         37

4       35       PERMANENT ADDRESS                         38         72

5       16       PERMANENT CITY                            73         88

6       2        PERMANENT STATE                           89         90

7       5        PERMANENT ZIP CODE                        91         95

***** Record Length = 95
```

Exporting a File Format

Now you're ready to create an export file using the file format you created. Use the Export function just as you would for any application or correction file, except you will identify the file format to use. You can specify which student records to include by using the selection criteria. In this example, since you are sending student information to the records office to verify or match address information, you may select students that have a specific add date range. Depending on the use of the information, you need to select how you want the data delimited or defined. In this example, we have selected fixed length.



Export Type: External ISIR

Export To: C:\IAM\DATA\DEFAULTEXPORTS.002

Transaction Preference? Highest

Select Delimiter Fixed Length

Format Code: 01

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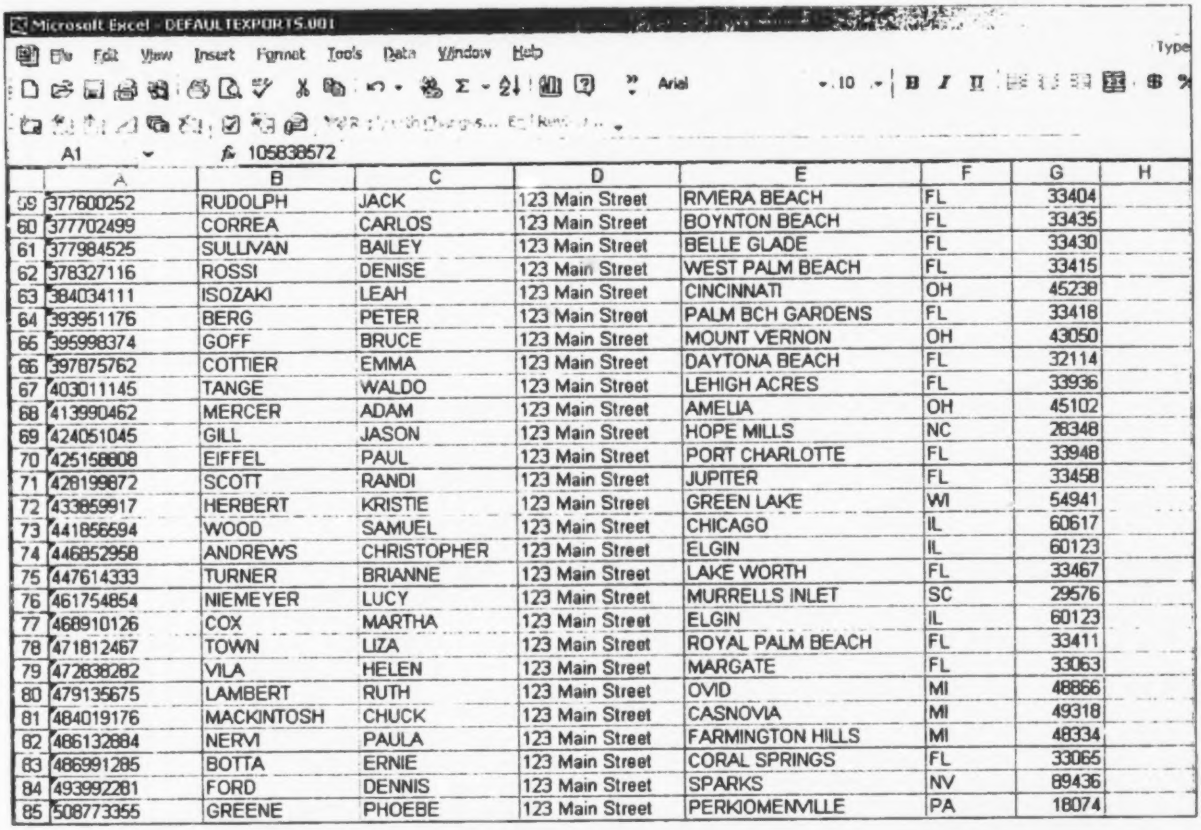
Review the Data

You can open the exported file in any software package that accepts text files. In this example, we have opened the file using Microsoft Excel. Notice that each row contains the data that we specified for each student.



A1 105838572

	A	B	C	D	E	F	G	H
59	377600252	RUDOLPH	JACK	123 Main Street	RIVIERA BEACH	FL	33404	
60	377702499	CORREA	CARLOS	123 Main Street	BOYNTON BEACH	FL	33435	
61	377984525	SULLIVAN	BAILEY	123 Main Street	BELLE GLADE	FL	33430	
62	378327116	ROSSI	DENISE	123 Main Street	WEST PALM BEACH	FL	33415	
63	384034111	ISOZAKI	LEAH	123 Main Street	CINCINNATI	OH	45238	
64	393951176	BERG	PETER	123 Main Street	PALM BCH GARDENS	FL	33418	
66	395998374	GOFF	BRUCE	123 Main Street	MOUNT VERNON	OH	43050	
66	397875762	COTTIER	EMMA	123 Main Street	DAYTONA BEACH	FL	32114	
67	403011145	TANGE	WALDO	123 Main Street	LEHIGH ACRES	FL	33936	
68	413990462	MERCER	ADAM	123 Main Street	AMELIA	OH	45102	
69	424051045	GILL	JASON	123 Main Street	HOPE MILLS	NC	28348	
70	425158808	EIFFEL	PAUL	123 Main Street	PORT CHARLOTTE	FL	33948	
71	428199872	SCOTT	RANDI	123 Main Street	JUPITER	FL	33458	
72	433859917	HERBERT	KRISTIE	123 Main Street	GREEN LAKE	WI	54941	
73	441856594	WOOD	SAMUEL	123 Main Street	CHICAGO	IL	60617	
74	446852958	ANDREWS	CHRISTOPHER	123 Main Street	ELGIN	IL	60123	
75	447614333	TURNER	BRIANNE	123 Main Street	LAKE WORTH	FL	33467	
76	461754854	NIEMEYER	LUCY	123 Main Street	MURRELLS INLET	SC	29576	
77	468910126	COX	MARTHA	123 Main Street	ELGIN	IL	60123	
78	471812467	TOWN	LIZA	123 Main Street	ROYAL PALM BEACH	FL	33411	
79	472838282	VILA	HELEN	123 Main Street	MARGATE	FL	33063	
80	479135675	LAMBERT	RUTH	123 Main Street	OVID	MI	48866	
81	484019176	MACKINTOSH	CHUCK	123 Main Street	CASNOVIA	MI	49318	
82	486132884	NERVI	PAULA	123 Main Street	FARMINGTON HILLS	MI	48334	
83	486991285	BOTTA	ERNIE	123 Main Street	CORAL SPRINGS	FL	33065	
84	493992281	FORD	DENNIS	123 Main Street	SPARKS	NV	89436	
85	508773355	GREENE	PHOEBE	123 Main Street	PERKIOMENVILLE	PA	18074	

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Instructor Demonstration

In this demonstration, the instructor will create an export file format, print the format, export data and view the results in Excel. The steps for each menu option are provided below.

Create an Export File Format

You want to identify students who have recently had records added to the EDExpress database and pass their name and address information to the records office.

Step	Action
1	Select **Tools, File Format** from the menu bar.
2	Click **App Express**.
3	Type a two-character format code for the file you are creating (the code must be unique) **01**.
4	Type a description of the format you are creating, **Student Name ID and permanent address.**
5	Click each checkbox in the Select column on those fields you want to be included in the records you export. Or in the Select column click the row of the field you want to be included, and click the Select button. Click Select All if you want to include all fields in the export files. Select the fields **Student's Current SSN** **Last Name** **First Name** **Permanent Address** **Permanent City** **Permanent State** **Zip Code**
6	Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing.
7	Click **Save** to save the format.
8	Click **OK** to close the File Formats window.

Print an Export File Format

Step	Action
1	Select **File, Print** from the menu bar.
2	Click the **App Express** tab.
3	Select the report **RL- User Defined Format**.
4	Click **Screen** to view the output to the screen.
5	Click the ellipsis button for the **Format Code** to display a list of codes.
6	Highlight the desired code, **01**.
7	Click **OK** to close.
8	Click **OK** to print the report.
9	The printout provides the layout for format you created.
10	Click **Close** when finished viewing.

Export Data Using a File Format

Step	Action
1	Select **File, Export** from the menu bar.
2	Click the **App Express** tab.
3	Select **External ISIR** in the Export Type field.
4	Confirm that the default Export To: path is the one you want. If not, select the desired location and file name.
5	Select the Transaction preference. The default is Highest.
6	Select the Delimiter. Fixed Length is the default.
7	Click the ellipsis button for the **Format Code** to display a list of codes.
8	Highlight the desired code, **01**.
9	Click **OK**.
10	Click the **Selection Criteria** button to specify the records to export.
11	Click the ellipsis button to view a list of queries.

Step	Action
12	To limit the population to records added within a certain date range select **Add Date Range** and click **OK**.
13	Type the From and To dates **20030501 to 20030801**.
14	Click **OK**.
15	Click **OK** to export.

View the Exported Data in Excel

Step	Action
1	Open Excel.
2	Select **File, Open** from the menu bar.
3	Locate your file in the open dialog box. The default file path is to place the files in IAM/DATA with name. DEFAULTEXPORTS.DAT
4	*The Text Import Wizard displays. Follow the steps as provided in the Wizard. Depending on the version of Excel, the steps may vary slightly.*
5	Select **Fixed Width** and click **Next.**
6	The next screen determines how the data is parsed. Place a line after the SSN. Remove the two lines in the Street Address. Move the line next to City. Add a line before the Zip Code.
7	Click **Next**.
8	Click **Finish**.
9	Move the column lines to add width to each column to view the data.
10	Close Excel when finished viewing.

Using Grids to Export Data

EDExpress displays records in the database as grids, such as those that are displayed when you click the List… button in the Open Student dialog box or when you use the Browse function on the Tools menu. In addition to viewing data in these grids on the screen, you can manipulate the view and even print and export the data to a file.

When browsing the data in a database grid, you can use your mouse for some special functions. When viewing a list of records in a database window, position your mouse pointer on the heading of a column, then click on the right mouse button to see a menu that includes the following options:

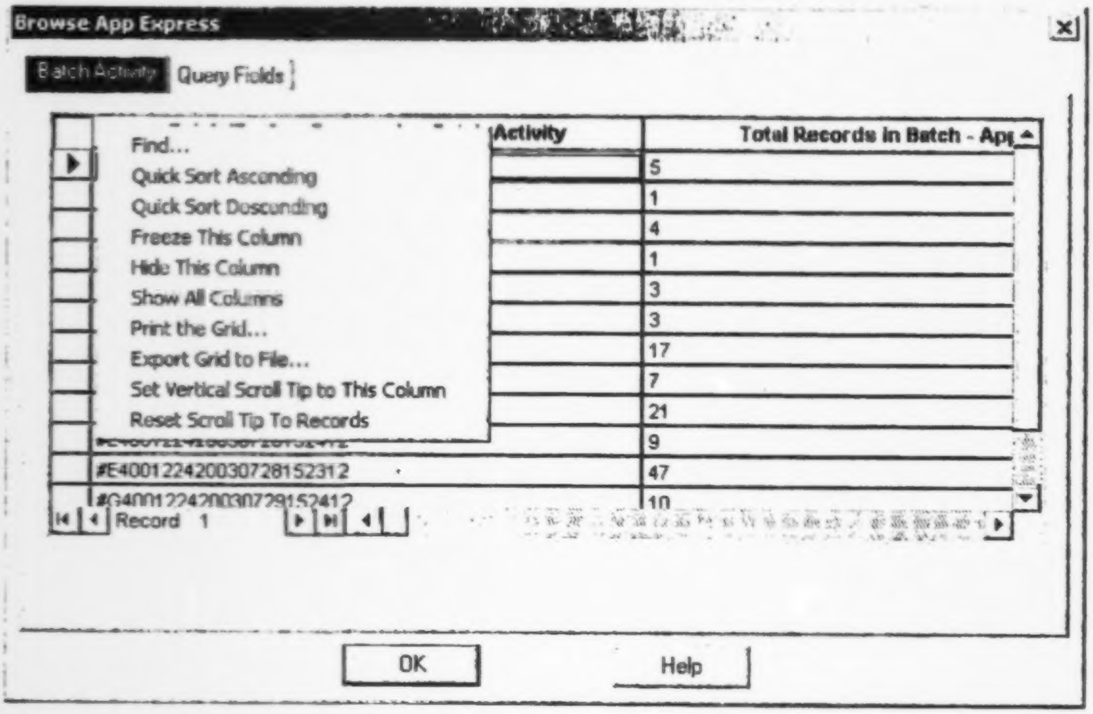
- Print the Grid… prints the grid as displayed. You can hide and change the order of columns to create a customized printed copy of the grid. You'll probably want to click the Properties button in the Print dialog box and change the page orientation to Landscape.
- Export Grid to File… exports the grid to a file in fixed or delimited ASCII format for you to use for other purposes. As with the Print the Grid… option, you might need to experiment with the page orientation if you view or print the file.

One reason you may want to export the grid is to use the Batch Activity Database as process or tracking log. You can export the batch activity information and view it in Excel just as in export file discussed earlier in this session. The following provides steps for exporting the Batch Activity Database to a file.

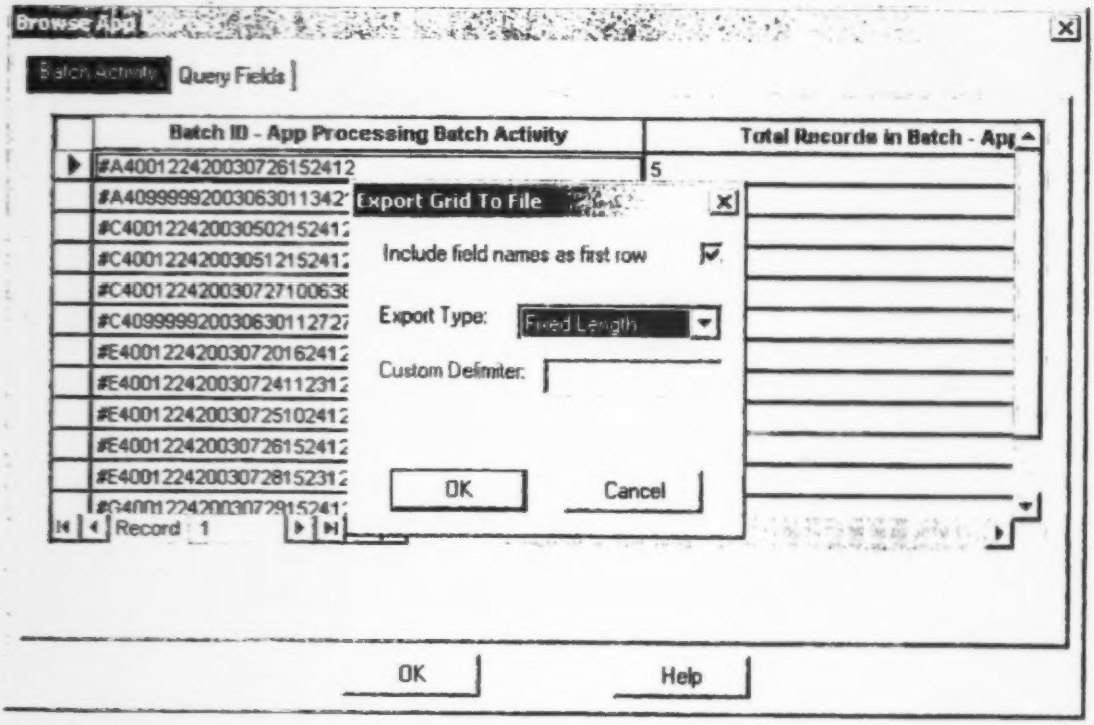
Export Grid to a File

Step	Action
1	Select **Tools, Browse, App Express** from the menu bar.
2	Click the **Batch Activity** tab.
3	Right mouse click on one of the column headings.
4	Select **Export Grid to File**.
5	Select **Fixed Length** and click **OK.**
6	Select the path and folder to save the file and type a filename.
7	Click **Save**.

Batch Activity Grid Display


Browse App Express
Batch Activity
Query Fields
Find...
Quick Sort Ascending
Quick Sort Descending
Freeze This Column
Hide This Column
Show All Columns
Print the Grid...
Export Grid to File...
Set Vertical Scroll Tip to This Column
Reset Scroll Tip To Records
Record 1
OK
Help

Activity	Total Records in Batch - Apr
	5
	1
	4
	1
	3
	3
	17
	7
	21
	9
#E400122420030728152312	47
#G400122420030729152412	10


Browse App
Batch Activity
Query Fields
Export Grid To File
OK
Cancel
Record 1
OK
Help

Batch ID - App Processing Batch Activity	Total Records in Batch - Apr
#A400122420030726152412	5
#A40999920030630113421	
#C40012242003050215241	
#C40012242003051215241	
#C40012242003072710063	
#C40999920030630112727	
#E40012242003072016241	
#E40012242003072411231	
#E40012242003072510241	
#E40012242003072615241	
#E40012242003072815231	
#G40012242003072915241	

Include field names as first row ☑

Export Type: Fixed Length

Custom Delimiter:

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Activity: Create and Export a File Format

Now it's your turn. You want to create a simple file format that includes the SSN for each student on your database.

Instructions

1. Using the step tables provided above create an Export file format with one field: Student's Current SSN.
2. Print your record layout to the screen.
3. Export a file of all SSNs in the database using your file format. Use the default path and filename.
4. Open Excel and view your data.

Appendix

APPENDIX A
2003–2004 REJECT CODES AND REJECT REASONS

Reject Reason Codes

Reject reason codes can be either alpha or numeric. Alpha codes indicate reject reasons that are verifiable—that is, the student can verify the questionable data by re-entering the same value, or can correct it to a different value. Numeric codes are not verifiable; the questioned data must be changed or provided. In all reject situations, the questioned information is highlighted on the SAR and an EFC is not calculated.

A "verify" action on the SAR will override a CPS edit. For example, if a student reports an exceptionally large number of family members, e.g., 20, the student's application will get Reject W. The student can verify the information by correcting the item to the same value and Reject W will not be triggered again.

However, if instead of verifying that 20 in the family is correct, the student changes 20 to 21, the corrected data will be subject to the same edits and will hit Reject W again.

In EDExpress, an FAA can override some verifiable rejects before transmitting the student's data to the CPS if the FAA knows that the reported information is correct. In FAFSA on the Web, the student can also override the reject by verifying the information they have entered.

Reject codes and reasons, and their associated SAR comment codes, are listed here. If a student is rejected for more than one reason, the reject codes will appear in the FAA Information Box in priority order. The resolution for a rejected SAR is always the responsibility of the student, not the institution, and the SAR comment generated by the reject explains what action the student must take.

Table of Reject Codes and How to Respond to Each

Reject Code	Reject Reason	Action	Comment Code
A	Date of birth year equals 1900 through 1928.	Verify or correct the Date of Birth.	069
B	Independent student and date of birth equals 09/01/87 or greater, and date of birth is not equal to or greater than current year.	Verify or correct the Date of Birth.	072
C	Taxes paid is greater than zero and greater than or equal to 40% of the AGI, but not equal to or greater than AGI.	Verify or correct Taxes paid.	154, 155
D	Dependent student and father's/stepfather's SSN is not in a valid range.	Verify or correct the father's/stepfather's SSN.	166
E	Dependent student and mother's/stepmother's SSN is not in a valid range.	Verify or correct the mother's/stepmother's SSN.	167
N	Missing first or last name.	Verify or correct the student's last name or first name.	080
P	Invalid SSN range.	Verify or correct the student's current SSN.	023
R	Social Security Match but no date of birth match.	Verify or correct the student's date of birth or contact the Social Security Administration for further assistance.	060
W	Questionable number of family members, greater than 15.	If the student is dependent, verify or correct Parents' Number of Family Members. If the student is independent, verify or correct Student's Number of Family Members.	178, 179

Table of Reject Codes and How to Respond to Each (Continued)

Reject Code	Reject Reason	Action	Comment Code
1	Simplified needs test is not met and all asset data are blank.	If the student is dependent, provide the following: Parents' Cash, Savings, and Checking; Parents' Real Estate/Investment Net Worth and Parents' Business/Investment Farm Net Worth. If the student is independent, provide the following: Student's Cash, Savings and Checking; Student's Real Estate/Investment Net Worth and Student's Business/Investment Farm Net Worth.	150, 151
2	Incomplete FAFSA or Renewal FAFSA.	If the student is dependent, provide Parents' Taxed and Untaxed Income. If the student is independent, provide Student and Spouse (if married) Taxed and Untaxed Income.	129, 130
5	Missing or invalid Date of Birth.	Correct the Date of Birth.	018
8	SSN match with Date of Death.	Contact FSA Customer Service at 800/433-7327. The Social Security Number (SSN) on this transaction belongs to a deceased person according to the Social Security Administration.	145
9	Dependent student and both Father's/Stepfather's and Mother's/Stepmother's SSN are blank.	Review and supply Father's/Stepfather's and/or Mother's/Stepmother's SSN.	049
10	Missing marital status and number of family members.	If the student is dependent, review and correct Parents' Marital Status and Parents' Number of Family Members. If the student is independent, review and correct Student's Marital Status and Student's Number of Family Members.	168, 169

Table of Reject Codes and How to Respond to Each (Continued)

Reject Code	Reject Reason	Action	Comment Code
11	Marital Status inconsistent with reported incomes.	If the student is dependent, review and correct Parents' Marital Status plus Father's/Stepfather's Income From Work and Mother's/Stepmother's Income From Work. If the student is independent, review and correct Student's Marital Status plus Student's Income Earned From Work and Spouse's Income Earned From Work.	089, 099
12	Taxes paid is greater than or equal to the AGI.	Correct Taxes paid or AGI.	111, 114
13	Missing Name.	Provide the following: Student's Last Name and/or Student's First Name.	082
14	Missing student signature on paper FAFSA or SAR.	Signature correction must be made on a printed Student Aid Report certification page and resubmitted to the FAFSA Processor or may be corrected electronically.	160
15	Missing parent signature on FAFSA or SAR.	Signature correction must be made on a printed Student Aid Report certification page and resubmitted to the FAFSA Processor or may be corrected electronically.	108
16	Missing student signature on FAFSA on the Web, Renewal FAFSA on the Web Application, or an electronic application.	Signature correction must be made on a printed Student Aid Report certification page and resubmitted to the FAFSA Processor or corrected electronically.	110
17	Unknown citizenship status or student is not an U.S. citizen or eligible non-citizen.	Review and verify or correct Citizenship Status.	068
18	SSN not on Social Security Administration's database.	Correct the Social Security Number, or contact FSA Customer Service at 800/433-7327 for further assistance.	024, 062
19	An EFC cannot be calculated because the Department of Education has placed a 'hold' on the student.	Student needs to call 202-377-3243 to resolve comment 009.	009

Glossary

Active Transaction

The active transaction is the ISIR transaction you are currently working with. You may have other transactions for the student, but the active transaction is the one you have paid on or will pay on.

Automatic Request

The option in document tracking that EDExpress uses to automatically assign a document during the Add Documents process. Documents are assigned according to the criteria specified. If criteria, reject reason codes or comment codes are attached, EDExpress adds the document only to the students who meet the criteria.

Award Methodology

An award methodology dictates which funds and what amounts are allocated to a student.

Batch IDs

A Batch ID provides the means of tracking a group of student records. The batch ID is unique to the batch and its 23-character format is specified to include the type of data in the batch, school sending/receiving the batch and a time/date indicator. CPS generates Batch IDs for files it creates (for example, files containing ISIRs). EDExpress creates Batch IDs for files that the school creates (for example, corrections) to transmit to the CPS.

CPS

The Central Processing System is the Title IV system that receives FAFSAs and corrections, performs data matches, calculates the applicant's EFC, prints and mails SARs, and transmits ISIRs to the schools noted on the applicant's FAFSA.

Comma-delimited

A record format in which data elements within a record are separated by commas.

Compute

The process CPS employs to calculate a student's aid eligibility. During the compute process, the CPS uses the need-analysis formula specified in Title IV of the Higher Education Act as amended to calculate each applicant's Expected Family Contribution (EFC). The CPS applies a series of "compute edits" to the application information to check for inconsistencies, contradictions, and missing information. The CPS also matches student records with other databases to check eligibility.

EDconnect

EDconnect is a Windows-based software package that assists users with sending, receiving, and managing their federal student aid information electronically. Users collect data on their personal computer (PC) or computer system and transmit the collected data in batches over the Student Aid Internet Gateway (SAIG).

EDExpress

EDExpress is PC-based software that allows your school to manage student financial aid records. FSA provides EDExpress free of charge to all schools who have an SAIG account.

Export

The export function in EDExpress creates a batch of data records that are ready to be used in another EDE Suite software product, used in a system outside EDExpress, or transmitted to a data processing service using EDconnect.

Field

In the user database, the field is the name that you provide to describe the contents of the data field you are creating.

File Format

This utility allows you to set up user-defined file formats to use when exporting data to external systems. Before you can export external data, you must establish file formats to format the data for the external systems that will use it.

Import

Import is an EDExpress function that moves a file of data records that has been received from the SAIG into the EDExpress database.

The Import function in EDExpress can be used to: create or update records from data in another module within EDExpress, from another system such as a mainframe or from another software product; update records with data received in acknowledgements received from CPS.

Message Class

A message class is a filename that identifies the data contained within a file. The message class is eight characters long, with the first four characters specifying the type of data, the next two indicating the processing year, and the last two describing whether the file is an output or input file.

National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is a national database of loan information and selected grant data.

Operator

An operator describes a field or its relationship to a value. This table describes the valid operators used in EDExpress query:

Operator	Description
=	Equal to
< >	Not equal to
<	Less than
>	Greater than
<=	Less than or equal to
>=	Greater than or equal to
LIKE	Like (applies to non-date fields only)
NOT LIKE	Not like (applies to non-date fields only)

Post-screen

To find cases where a student's eligibility status has changed, NSLDS will periodically scan its database. When an eligibility issue is encountered, NSLDS will forward the data to CPS, which in turn sends a system generated ISIR to the school. In most cases the postscreening ISIR will be sent to schools within one week.

Pre-defined Query

The most common selection criteria or filters are included in the initial installation of EDExpress in the form of pre-defined queries.

SAIG

The Student Aid Internet Gateway is a private telecommunications network that handles the exchange of data between participating postsecondary schools and FSA's processing systems. The appropriate Title IV Application System receives the data, processes the data, performs any required database cross-referencing, and returns the processed data to the user's SAIG mailbox.

Selection Criteria

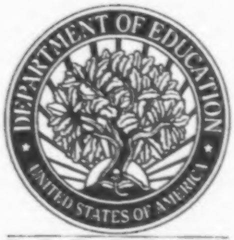
A method of filtering information. Selection criteria allow you to narrow the number of records you want to work with when performing specific tasks, such as printing or entering data on multiple records at a time. You can create queries to use for your selection criteria or use the set of predefined queries included with EDExpress.

Transmit

Transmit is the function in EDconnect that performs the send and receipt of data action. When any type of data is transferred between your PC and the SAIG, the process is known as data transmission.

Type

In the user database, this field defines the type of data that will be stored in the field. If you want a field to contain a decimal, such as the student's GPA, choose Text for the field type.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